Employees' Old-Age Benefits Institution

Facilitation System for Employers and Employees

Officers User Manual

Phase I

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1. GENERAL INFORMATION

1.1 System Overview

Being the national institution for employees' old age benefits, EOBI faced uphill challenges for providing an online platform as well as integrating that platform with existing intranet based core business application (Data Bank), in order to provide speedy facilitation services to employers, who are a key stakeholder to the organization. For this purpose EOBI requires an enterprise-class information system to facilitate employers (directly and through other channels) and manage their core business processes.

1.2 Organization of User Manual:

The User Manual is divided into the following categories.

Chapter 1: General Information: Provides information on the System, Layout of User Manual, Definitions & Acronyms, Technical Support contact, etc.

Chapter 2: System Summary: User Access Level and User Tasks etc.

Chapter 3: Getting Started: Details the most essential features that enable a user to start using the System.

Chapter 4: User Management: Discusses in Detail the user Management Functionalities.

Chapter 6: Errors, Caveats and Exceptions

Appendix A, Appendix B, etc

Throughout the text, all buttons labels or screen names will be shown in ***bold*** and *user* System response/error messages shown in **bold italics**, etc.

2. GETTING STARTED

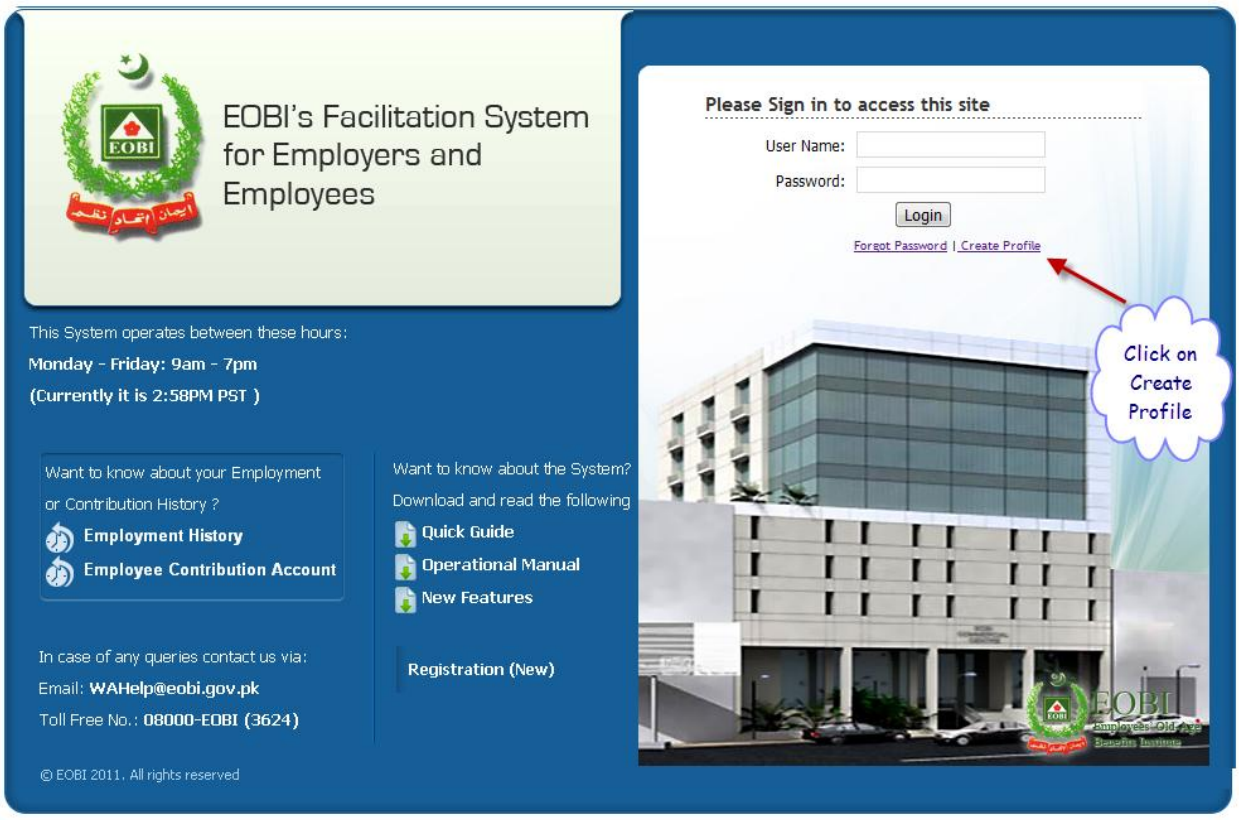
This section will provide a walkthrough of the system for an EOBI internal User and an Employer User and their responsibilities and functionality from Login to Logout.

2.1 Registration

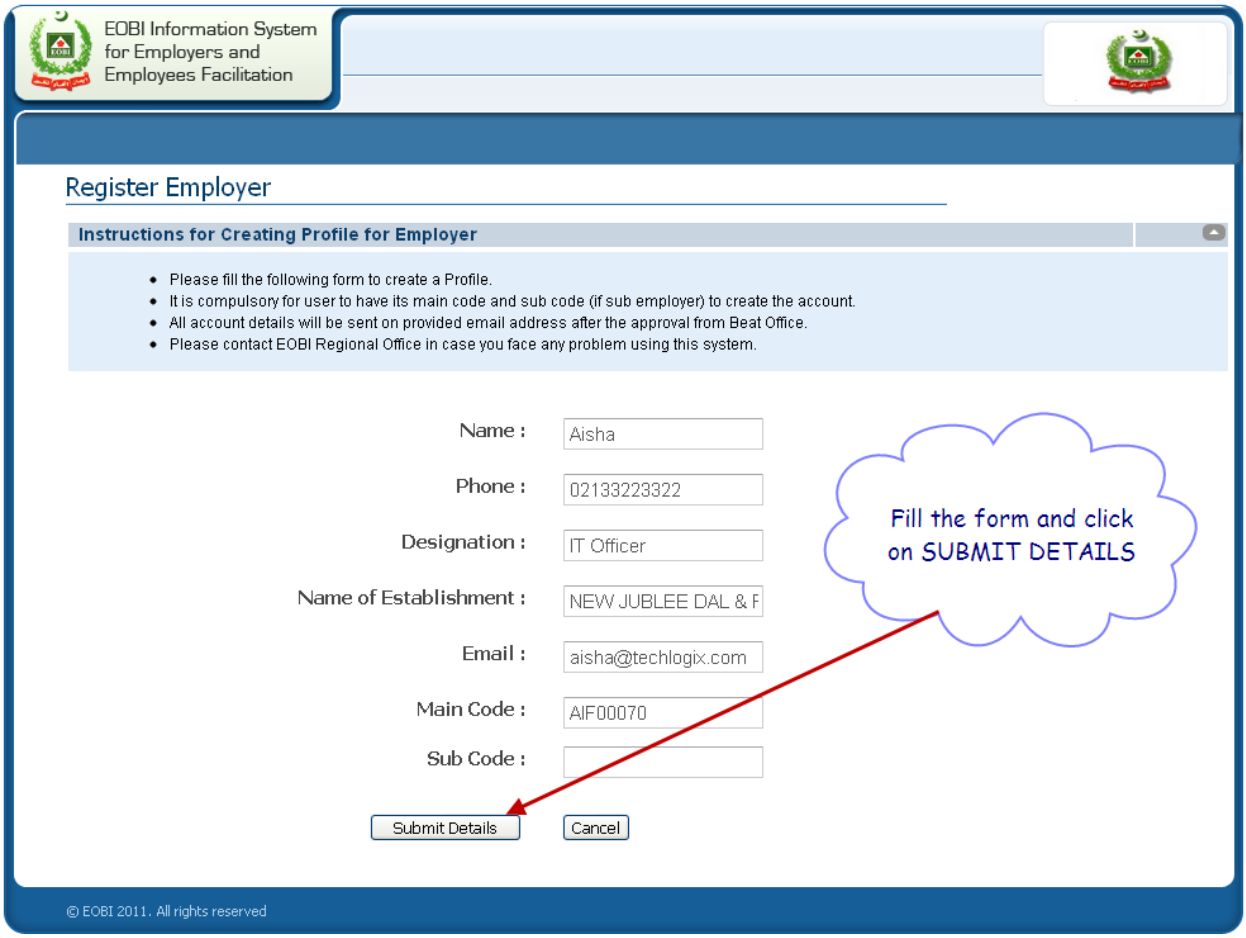
How Employer will Register on his own

Please visit http://fs2e.eobi.gov.pk/Login.iface

The Employer accessing the portal for the first time will create its User Profile in order to access and use the EFS application.


EOBI's Facilitation System for Employers and Employees
This System operates between these hours:
Monday - Friday: 9am - 7pm
(Currently it is 2:58PM PST)
Want to know about your Employment or Contribution History ?
Employment History
Employee Contribution Account
Want to know about the System?
Download and read the following
Quick Guide
Operational Manual
New Features
Registration (New)
In case of any queries contact us via:
Email: WAHelp@eobi.gov.pk
Toll Free No.: 08000-EOBI (3624)
© EOBI 2011. All rights reserved
Please Sign in to access this site
User Name:
Password:
Login
Forgot Password | Create Profile
Click on Create Profile

The authorized personnel of the Employer fills the Information requested on the portal for the creation of its User and Submit.


EOBI Information System for Employers and Employees Facilitation
Register Employer
Instructions for Creating Profile for Employer
Please fill the following form to create a Profile.
It is compulsory for user to have its main code and sub code (if sub employer) to create the account.
All account details will be sent on provided email address after the approval from Beat Office.
Please contact EOBI Regional Office in case you face any problem using this system.
Name : Aisha
Phone : 02133223322
Designation : IT Officer
Name of Establishment : NEW JUBLEE DAL & F
Email : aisha@techlogix.com
Main Code : AIF00070
Sub Code :
Submit Details
Cancel
Fill the form and click on SUBMIT DETAILS
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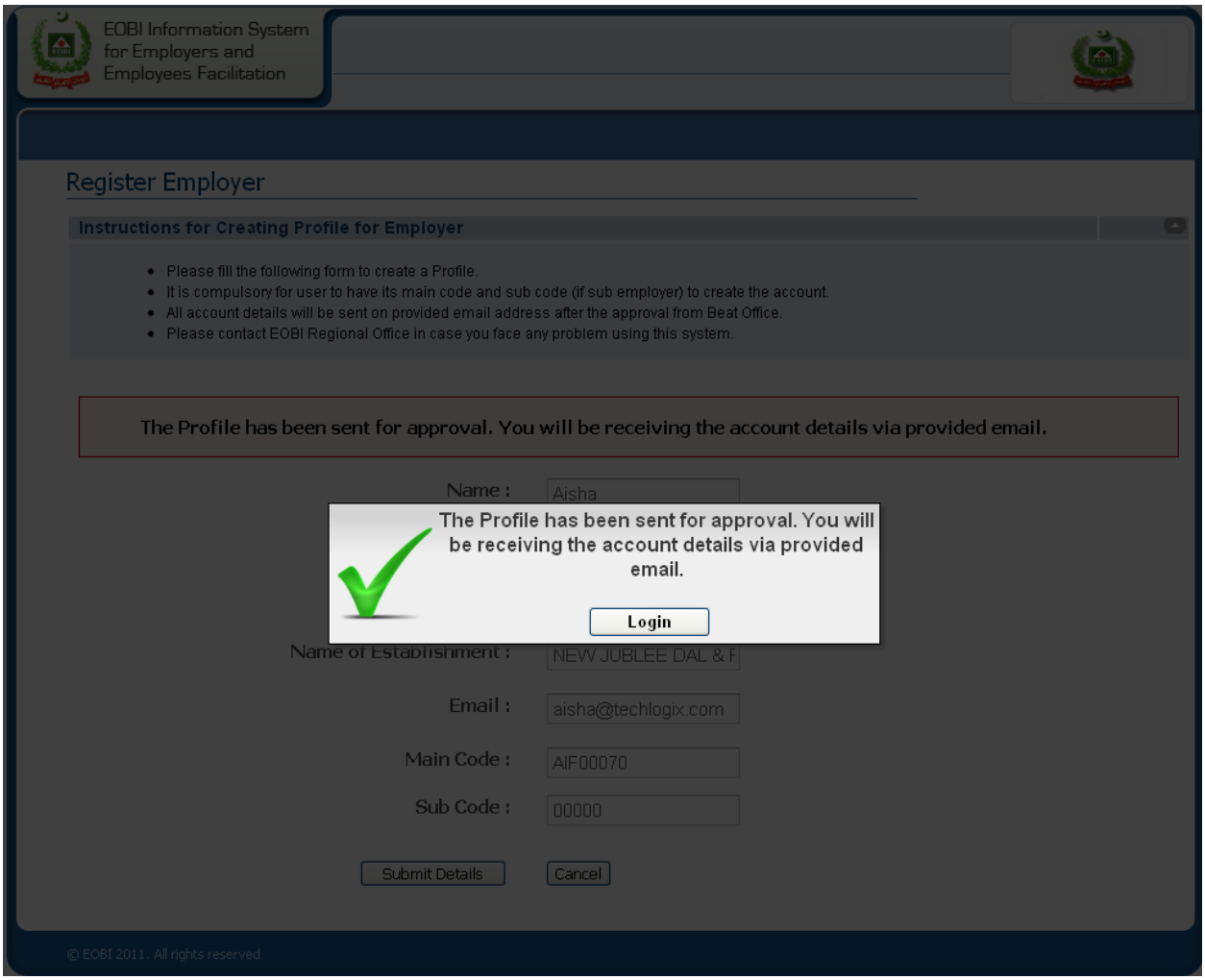
The Employer is prompted of Successful Submission and is requested to check the email they provided for further details.


EOBI Information System for Employers and Employees Facilitation
Register Employer
Instructions for Creating Profile for Employer
Please fill the following form to create a Profile.
It is compulsory for user to have its main code and sub code (if sub employer) to create the account.
All account details will be sent on provided email address after the approval from Beat Office.
Please contact EOBI Regional Office in case you face any problem using this system.
The Profile has been sent for approval. You will be receiving the account details via provided email.
Name :
Aisha
The Profile has been sent for approval. You will be receiving the account details via provided email.
Login
Name of Establishment :
NEW JUBLEE DAL & F
Email :
aisha@techlogix.com
Main Code :
AIF00070
Sub Code :
00000
Submit Details
Cancel
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The Employer will receive a notification email informing them that their profile is submitted to their respective field/beat officer for approval. They will also be given their **User ID** and **secret key.**

EOBI FS Account Request
noreply@eobi.gov.pk
Sent: Wed 5/18/2011 7:08 PM
To: akhalid@techlogix.com

Employees' Old-Age Benefits Institution

Thank you for starting EOBI Portal's registration process.

Welcome!

Your request for profile has been assigned to your Field Officer!

Your User ID and Secret Key are given below. The password will be send to you via email, as soon as your profile gets approved.

User ID:	**AAA03098FS**
Secret Key	**21xrr96g289n**

User ID and Secret Key

Please do note that the secret key will be required along with password the first time you login to the system, so please don't lost it!

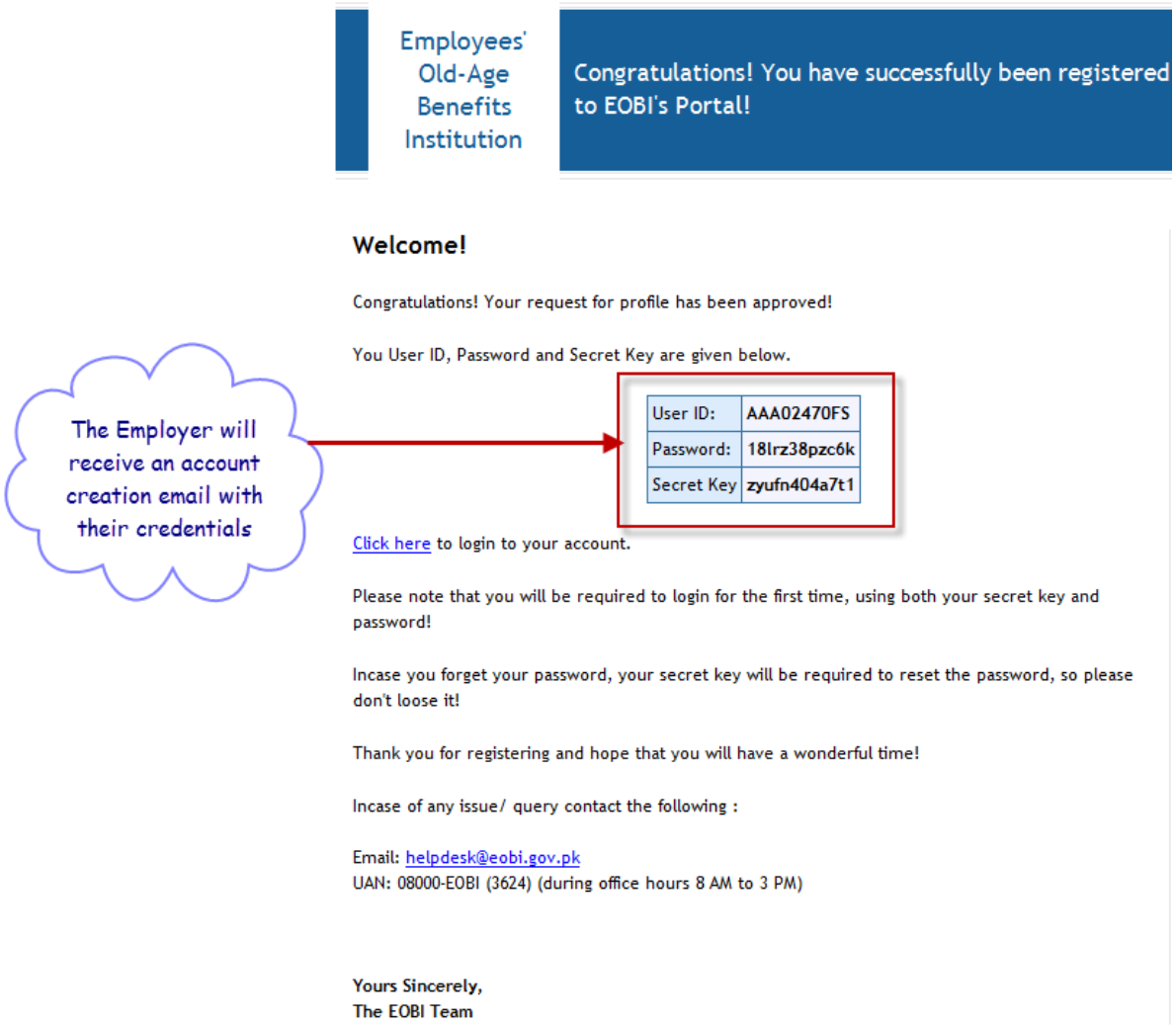
Thank you for starting the registration process!

Incase of any issue/ query contact the following :

Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team

If Employer registration request is approved by the respective Beat/Field Officer, the Employer will receive a verification email and will be provided with a password to access the EFS portal.


Employees' Old-Age Benefits Institution
Congratulations! You have successfully been registered to EOBI's Portal!
Welcome!
Congratulations! Your request for profile has been approved!
You User ID, Password and Secret Key are given below.
User ID: AAA02470FS
Password: 18lrz38pzc6k
Secret Key zyufn404a7t1
Click here to login to your account.
Please note that you will be required to login for the first time, using both your secret key and password!
Incase you forget your password, your secret key will be required to reset the password, so please don't loose it!
Thank you for registering and hope that you will have a wonderful time!
Incase of any issue/ query contact the following :
Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)
Yours Sincerely,
The EOBI Team
The Employer will receive an account creation email with their credentials

Note: In case Employer's request is not approved by the Beat/Field Officer, he/she will be sent a rejection email. Please contact the respective Beat Officer for queries.

From: noreply.eobi@gmail.com [mailto:noreply.eobi@gmail.com]
Sent: Friday, May 20, 2011 4:15 PM
To: asimmehdi@techlogix.com
Subject: EOBI FS Account request rejected

Employees' Old-Age Benefits Institution

Thank you for starting EOBI Portal's registration process.

Dear Asim!

Your request for profile has been rejected for the follwowing reason(s):

"Not a valid phone number"

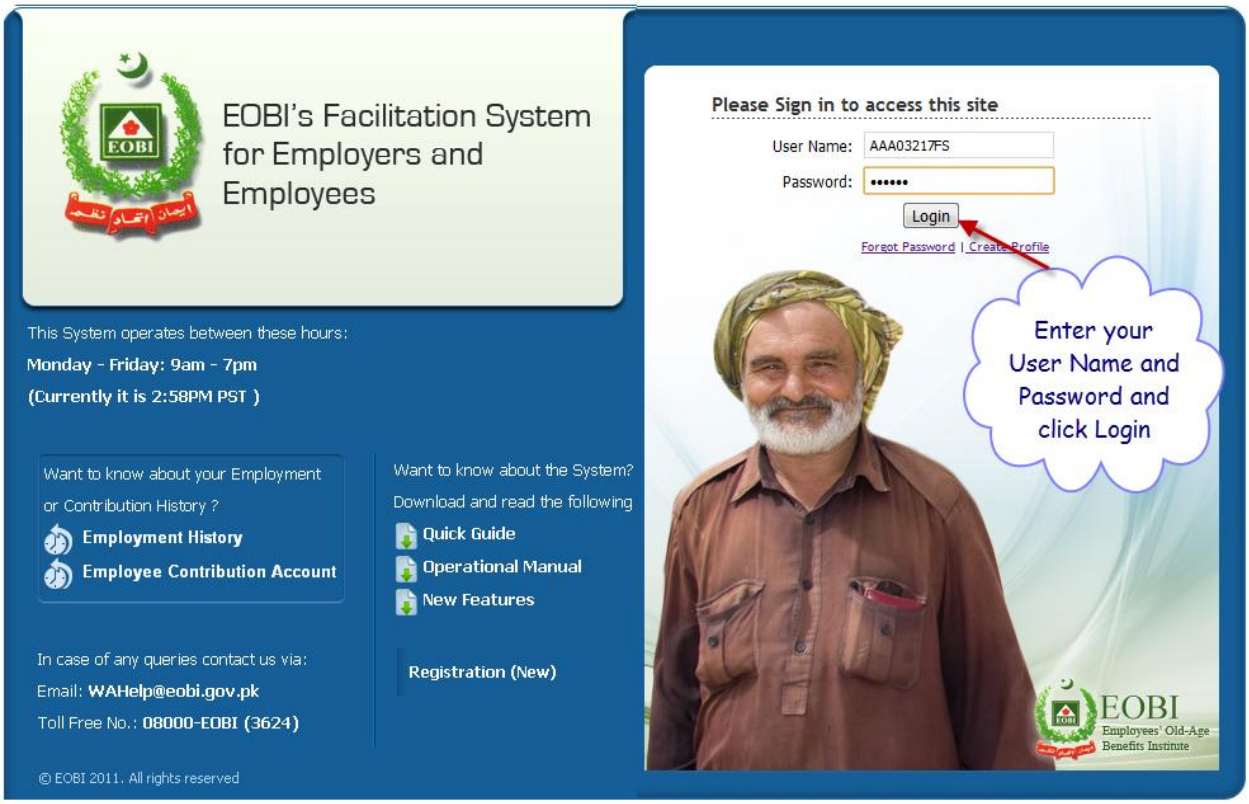
Please contact your regional office for the settlement of the dispute.

Incase of any issue/ query contact the following :

Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team

The new Employer will then use the user id and password to login to the portal.


EOBI's Facilitation System for Employers and Employees
This System operates between these hours:
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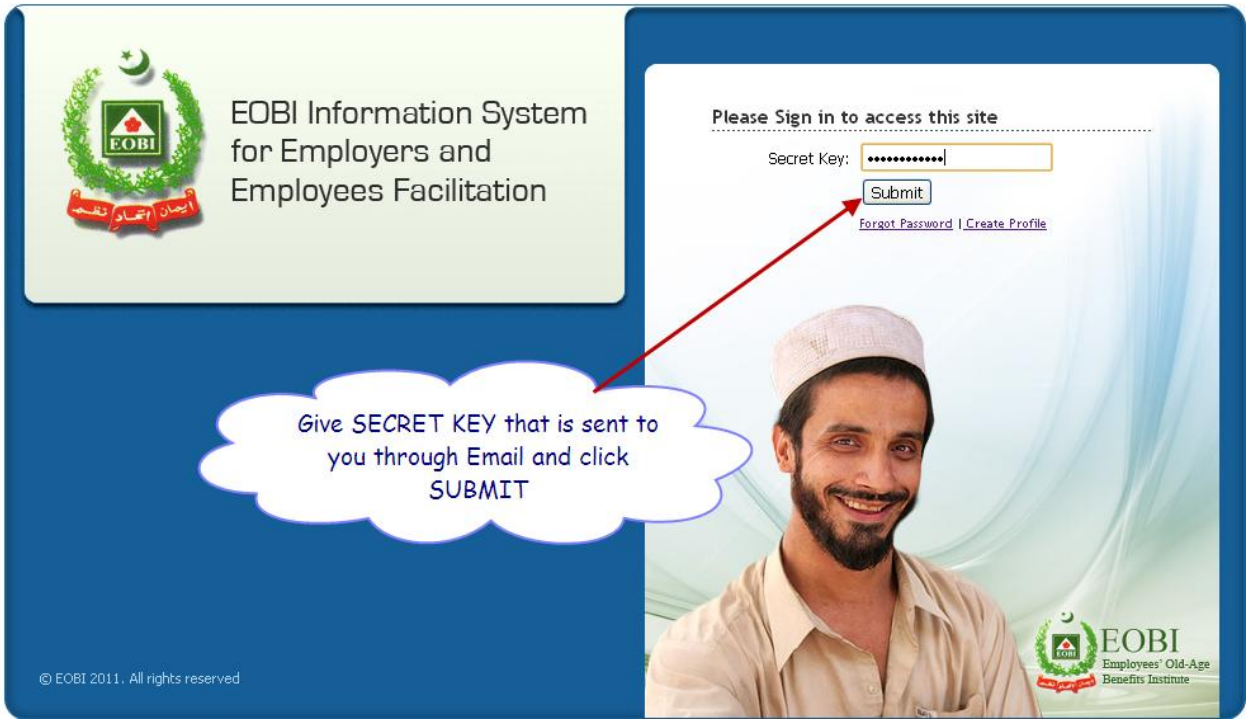
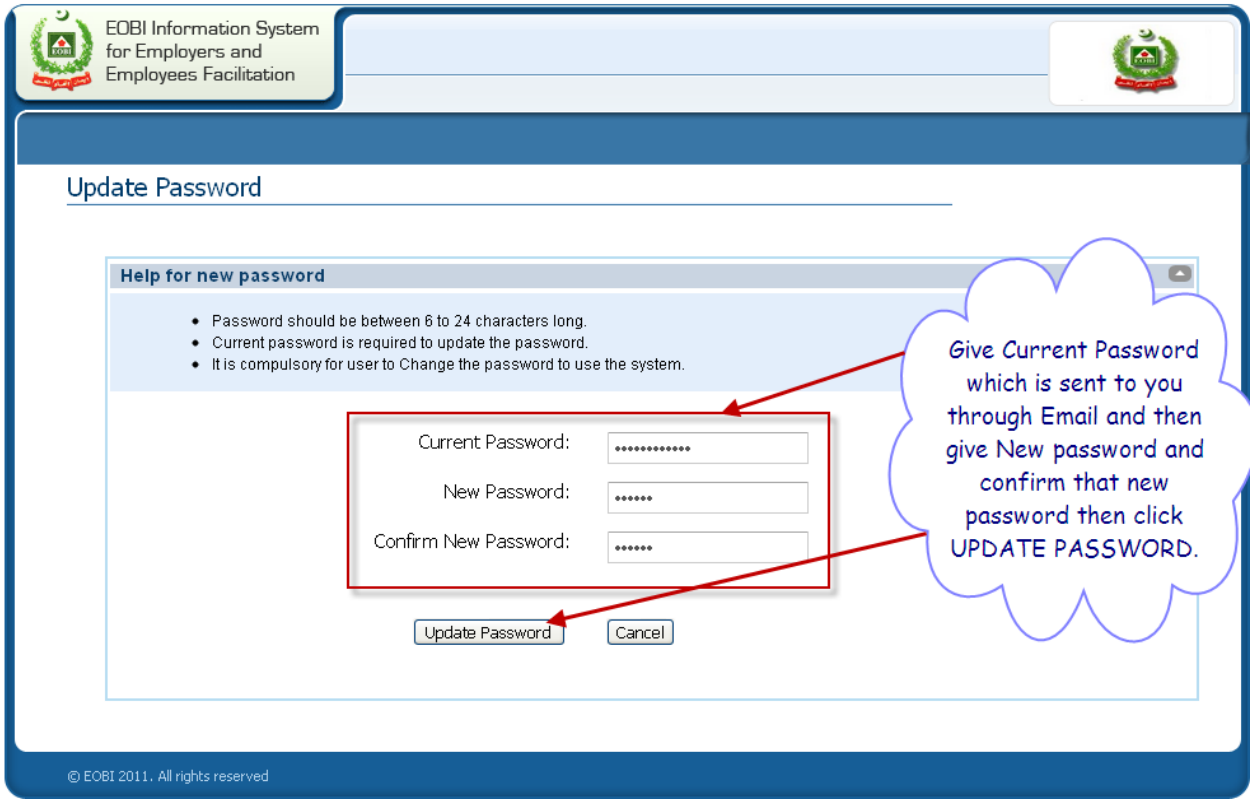
Want to know about your Employment or Contribution History ?
Employment History
Employee Contribution Account
Want to know about the System?
Download and read the following
Quick Guide
Operational Manual
New Features
Registration (New)
In case of any queries contact us via:
Email: WAHelp@eobi.gov.pk
Toll Free No.: 08000-EOBI (3624)
© EOBI 2011. All rights reserved
Please Sign in to access this site
User Name: AAA03217FS
Password:
Login
Forgot Password | Create Profile
Enter your User Name and Password and click Login
EOBI
Employees' Old-Age Benefits Institute

The Employer will be asked for the secret key to verify its login request.


EOBI Information System for Employers and Employees Facilitation
Please Sign in to access this site
Secret Key:
Submit
Forgot Password | Create Profile
Give SECRET KEY that is sent to you through Email and click SUBMIT
© EOBI 2011. All rights reserved
EOBI
Employees' Old-Age Benefits Institute

The Employer will be required to change its password on its first login.


EOBI Information System for Employers and Employees Facilitation
Update Password
Help for new password
Password should be between 6 to 24 characters long.
Current password is required to update the password.
It is compulsory for user to Change the password to use the system.
Current Password:
New Password:
Confirm New Password:
Update Password
Cancel
Give Current Password which is sent to you through Email and then give New password and confirm that new password then click UPDATE PASSWORD.
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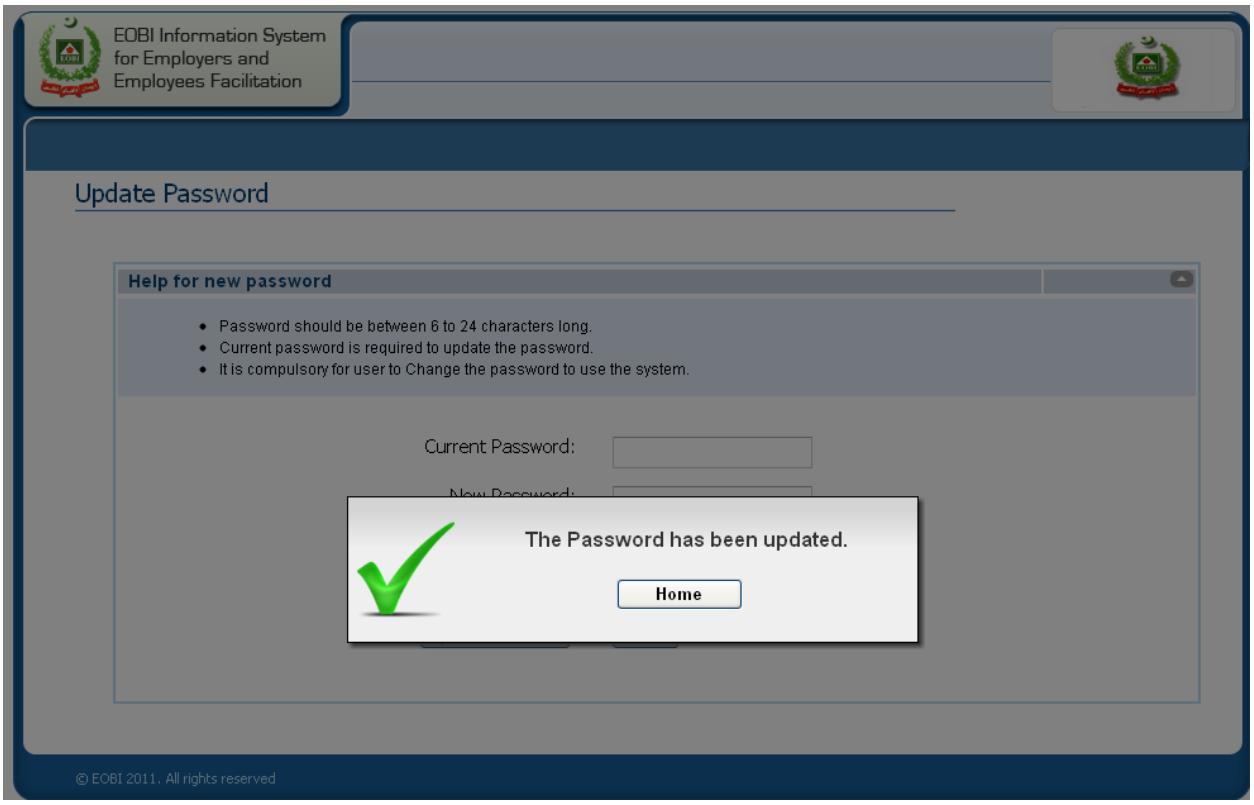
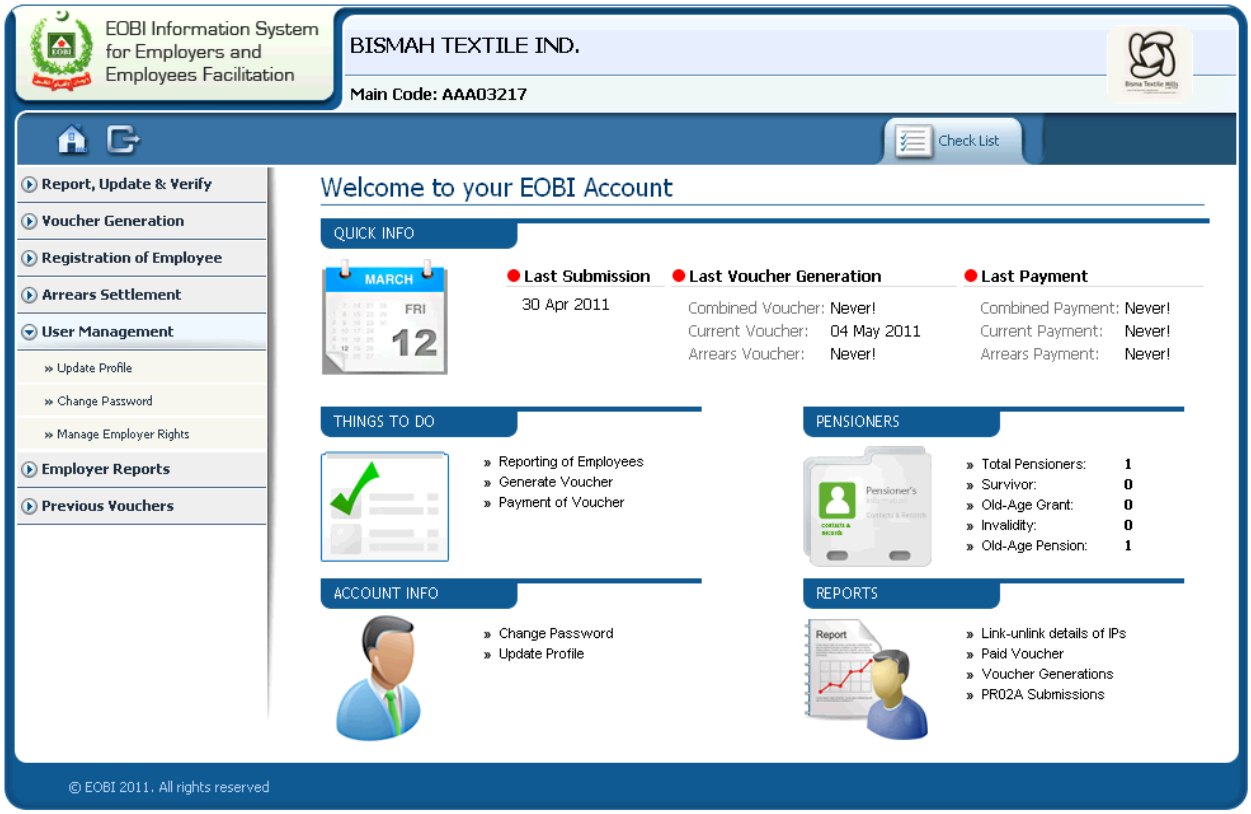

EOBI Information System for Employers and Employees Facilitation
Update Password
Help for new password
Password should be between 6 to 24 characters long.
Current password is required to update the password.
It is compulsory for user to Change the password to use the system.
Current Password:
The Password has been updated.
Home
© EOBI 2011. All rights reserved

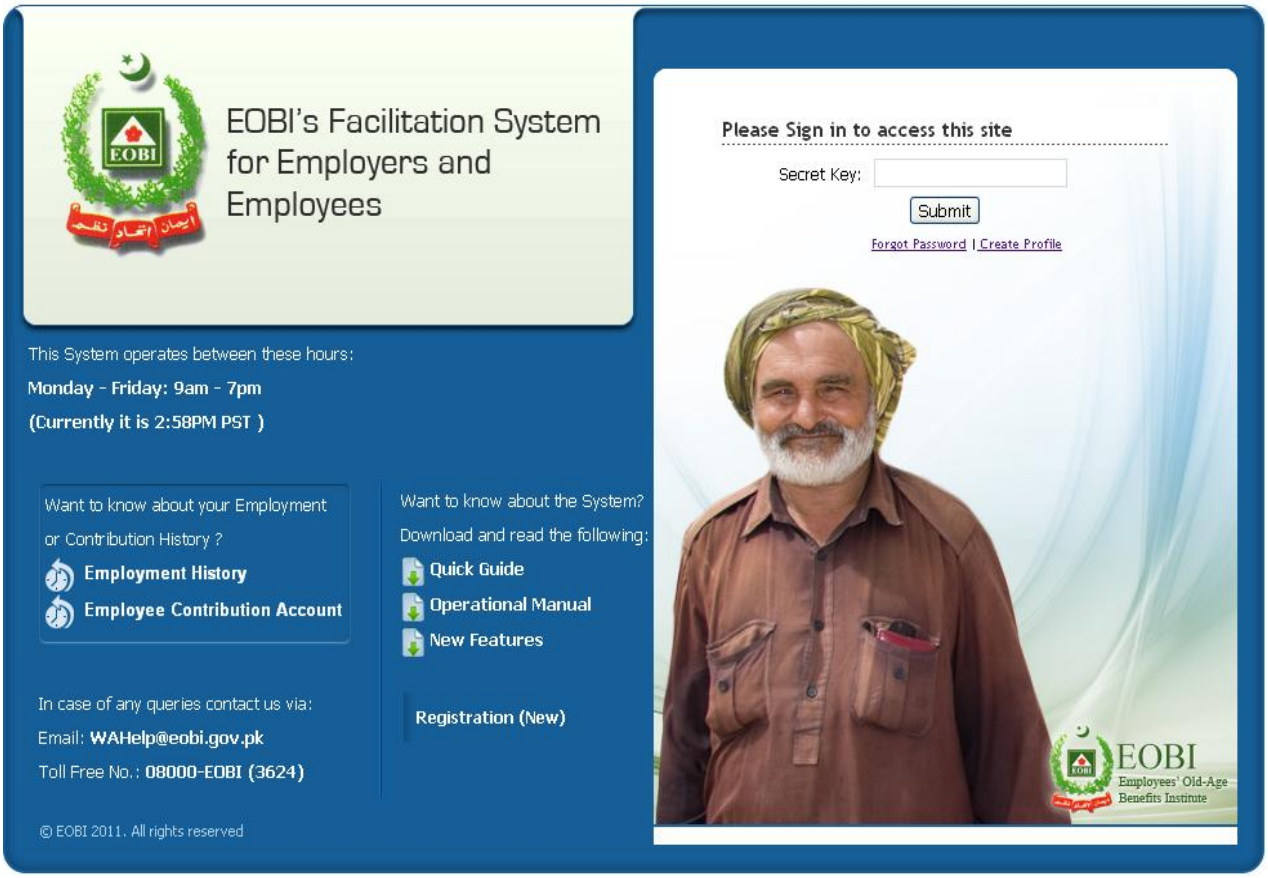
The Employer is taken to its Dashboard Home screen.



2.2 Login

Please visit: http://fs2e.eobi.gov.pk/Login.iface

Enter your user name and password and click the 'Login' button in order to login any time. The Main Menu screen is displayed.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Want to know about your Employment or Contribution History ?
Employment History
Employee Contribution Account
Want to know about the System?
Download and read the following:
Quick Guide
Operational Manual
New Features
Registration (New)
In case of any queries contact us via:
Email: WAHelp@eobi.gov.pk
Toll Free No.: 08000-EOBI (3624)
© EOBI 2011. All rights reserved
Please Sign in to access this site
Secret Key:
Submit
Forgot Password | Create Profile
EOBI
Employees' Old-Age Benefits Institute

2.3 System Dashboards

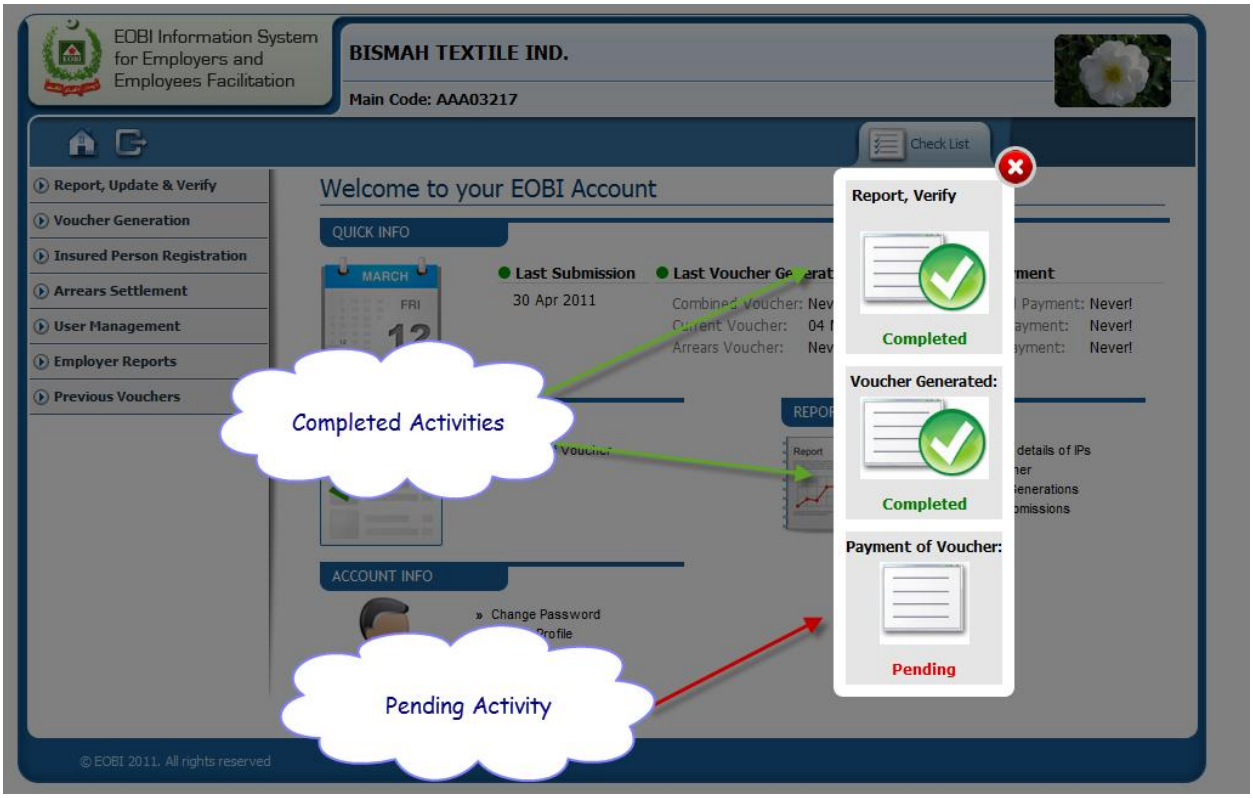
After login you are taken to the Dashboard. The Dashboard displays the menu navigations on the left side and the Dashboard stats and quick links.

Beat Officer Dashboard

Beat Officer can view the Employers information in his beat, the IPs in his beat, the contribution stats and can access the reports and admin responsibilities through the quick links.

Employer Dashboard

Employer can also view the current status of his tasks by clicking the Check List tab. This shows that employer have submitted their PR02A and generated their voucher but haven't paid their voucher.



2.4 SYSTEM MENU

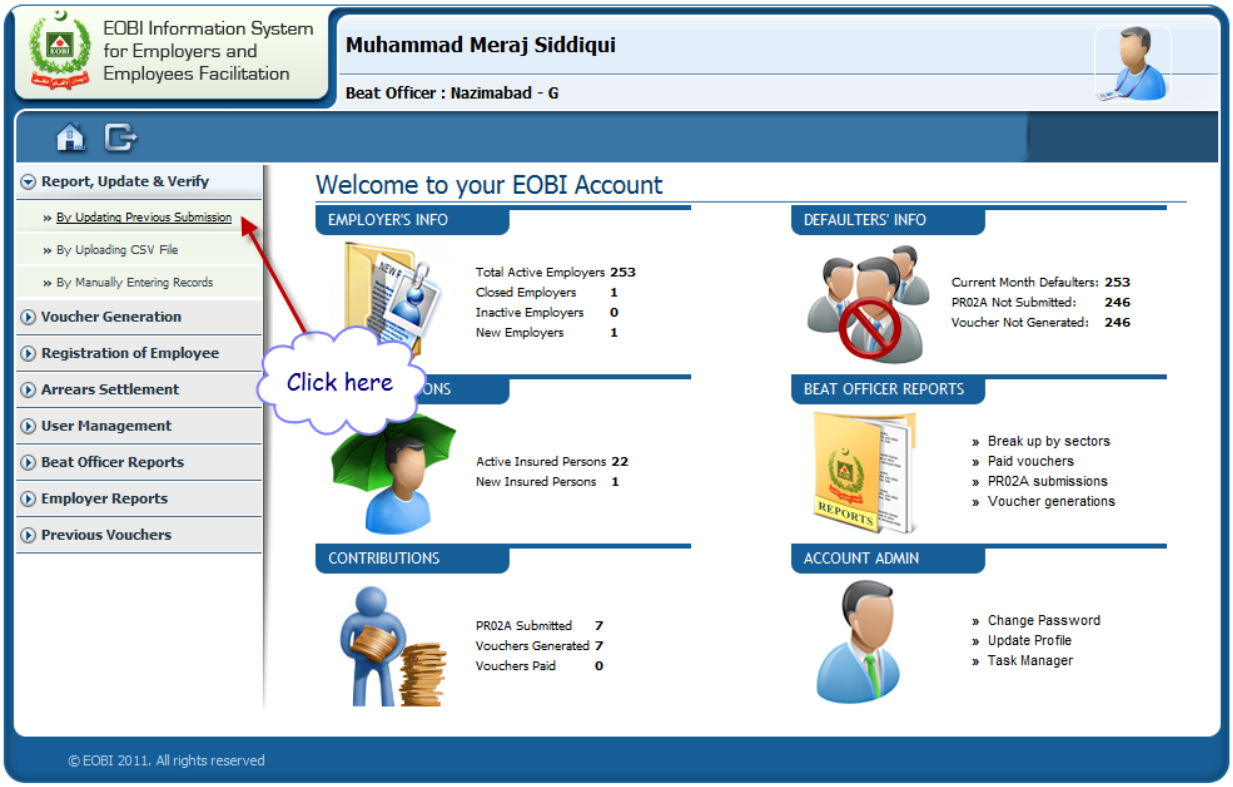
2.4.1 Report, Update and Verify:

We can Report, Update and Verify our Insured Persons and their monthly contributions via any of the three processes.

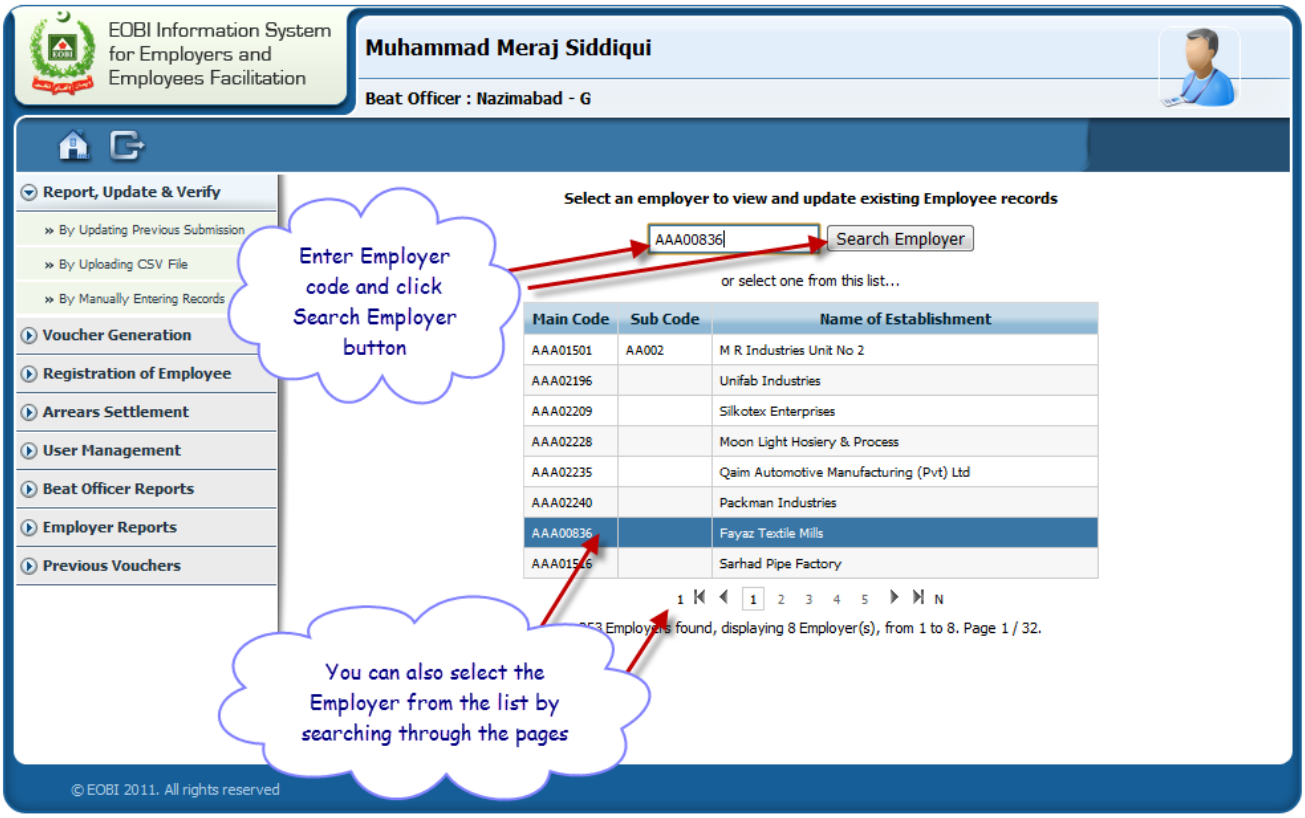
By Updating Previous Submission: This method is recommended when Employer has a large number of Reporting IPs and the reporting IPs are almost same as the previous PR02A submission. And there are a few joinings and exits.
By Uploading CSV File: This method is recommended if Empoyer maintains his employees' feel comfortable submitting his PR02A contributions via csv file in excel format.
Or for those Employers having a strong It department, you can generate the csv file from your payroll through a custom application at your end.
By Manually Entering Records: This method is recommended when you a very few IPs to register or you are a newly registered Employer with a few IPs(say around 5-10) and are reporting for the first time.

By Updating Previous Submission

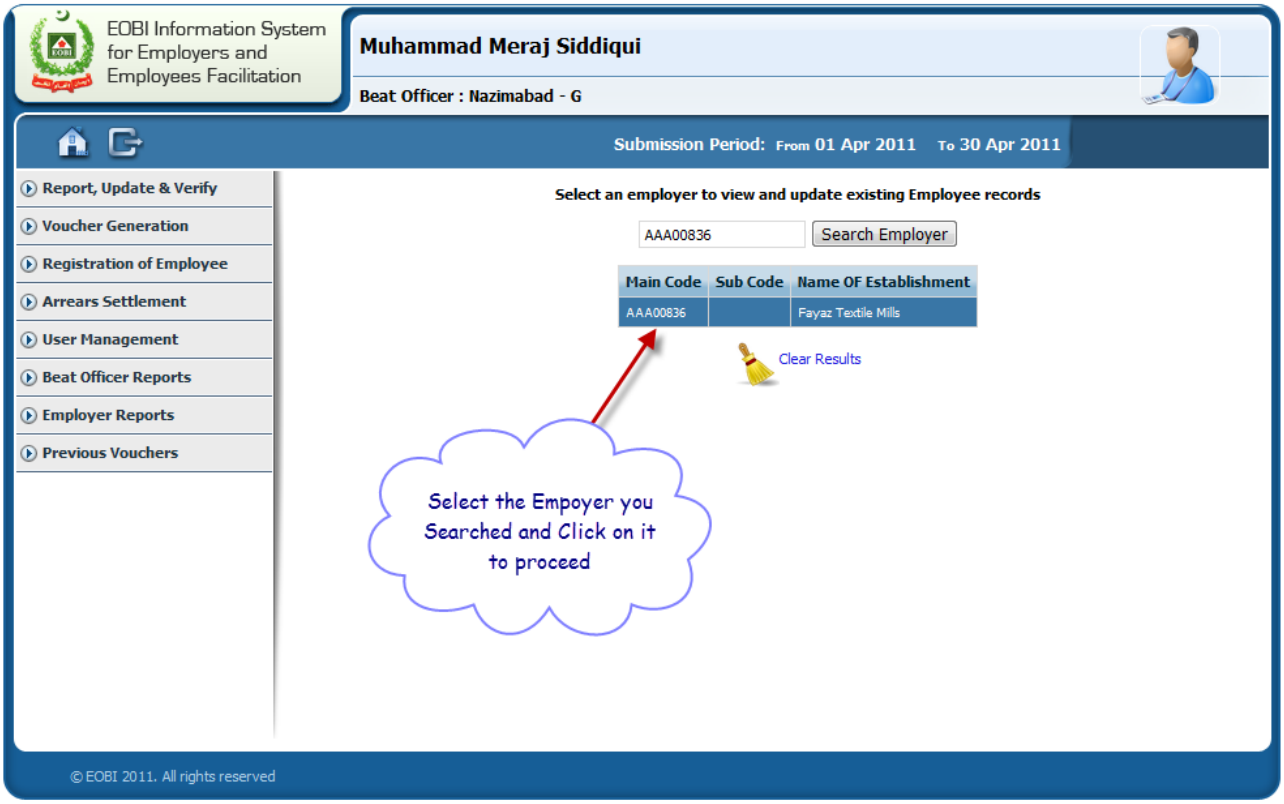
Click on the Report, Update and verify menu and then '**By Previous Submission**'submenu.



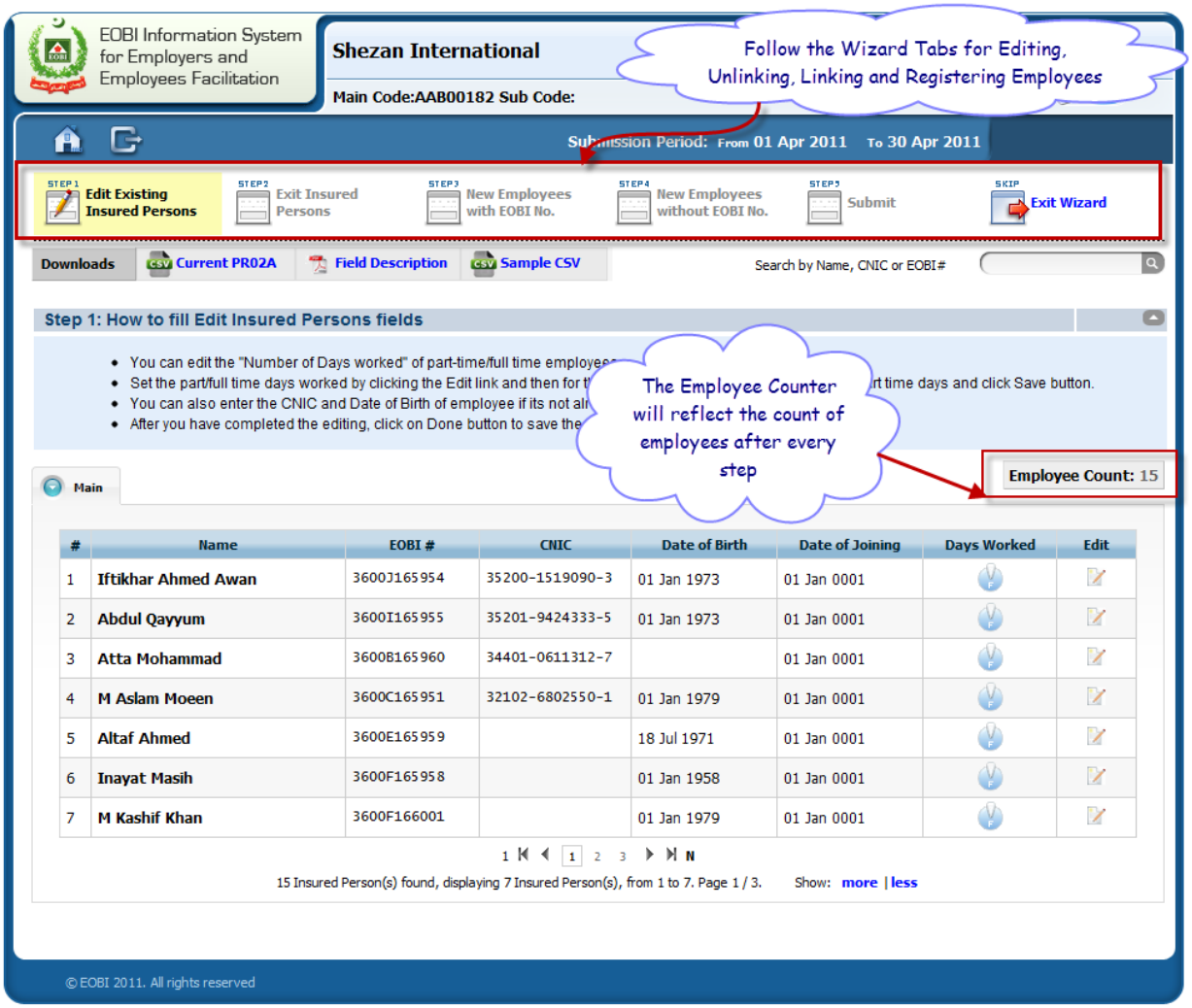
Enter the Employer Code and search Employer.



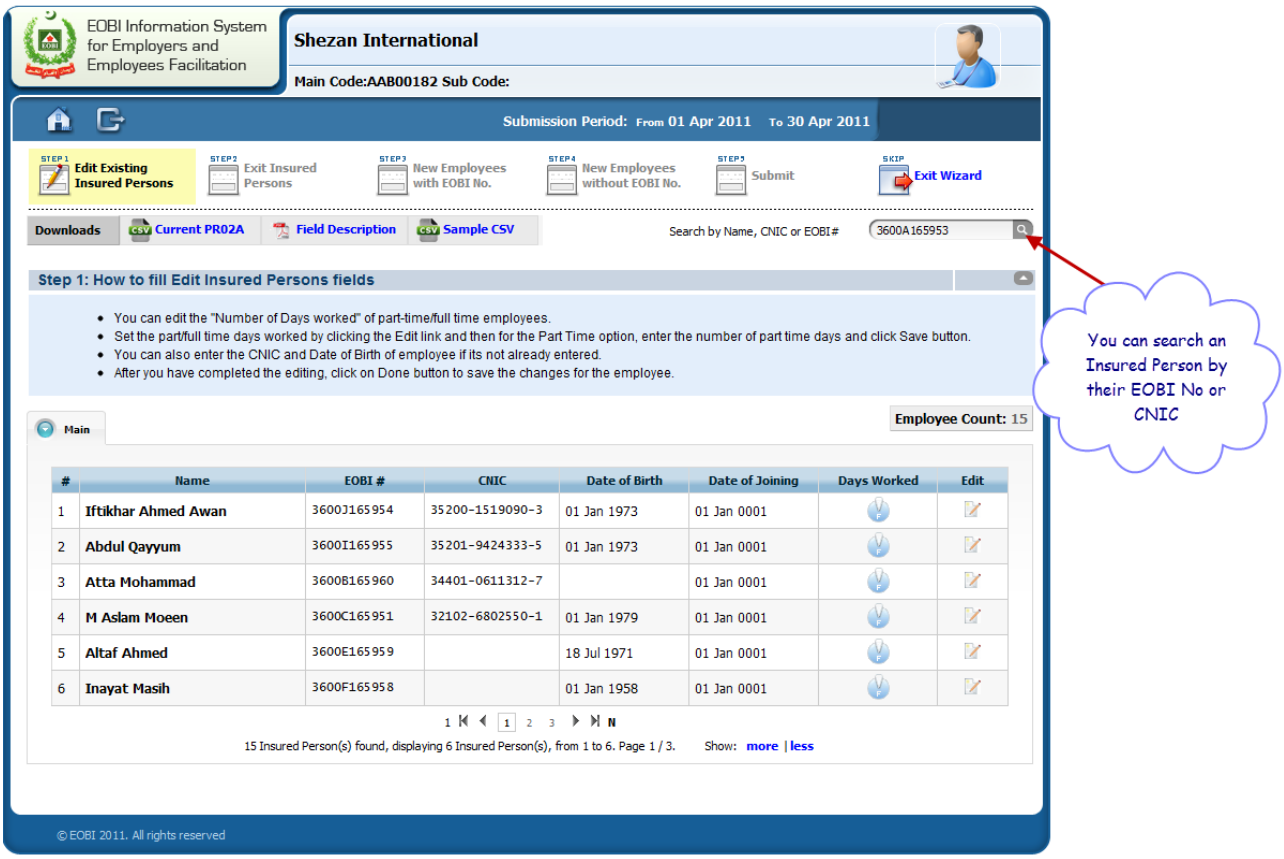
Click the Employer to proceed.



Follow the Wizard tabs to carry out the PR02A submission process.

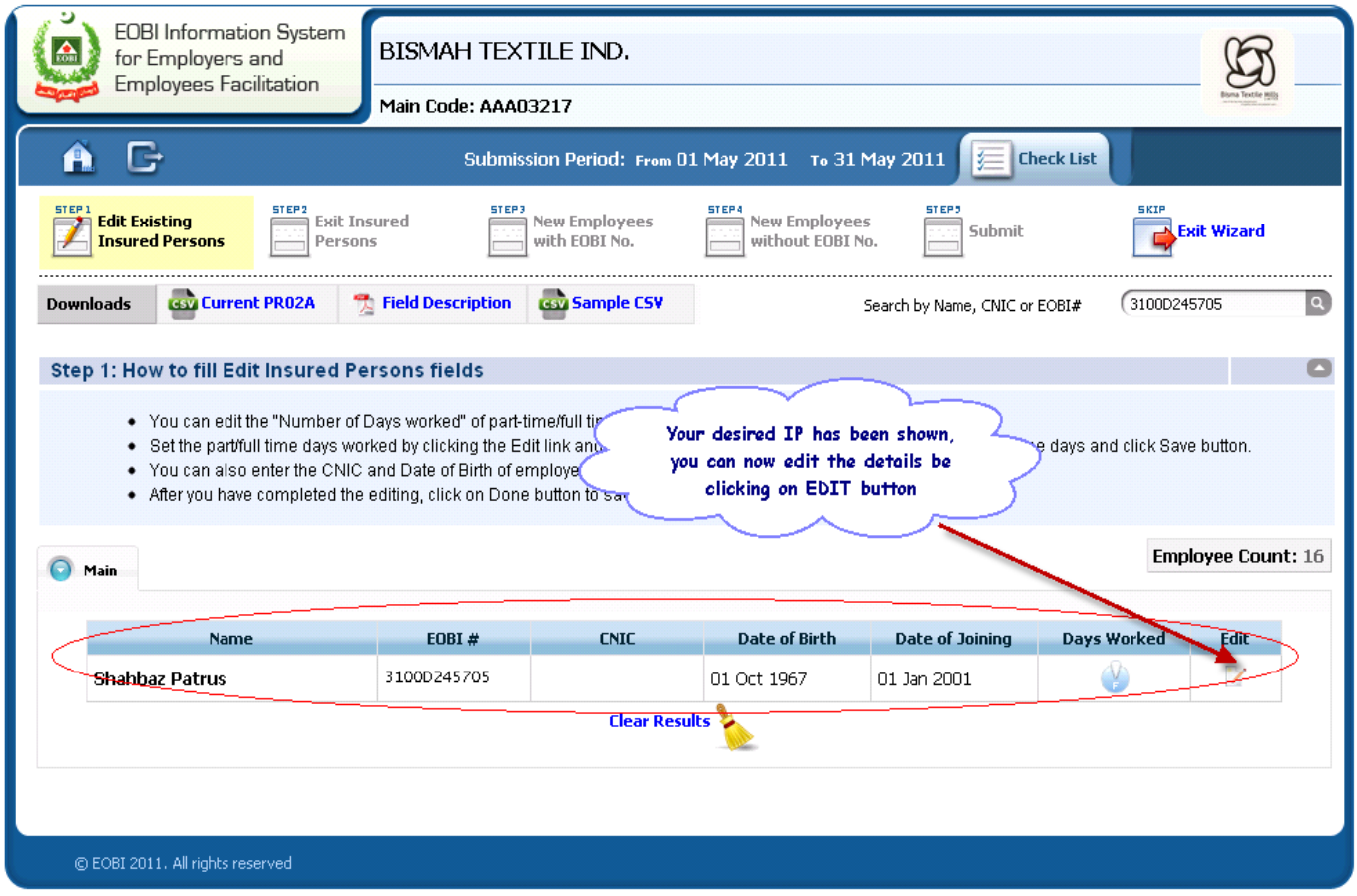

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Follow the Wizard Tabs for Editing, Unlinking, Linking and Registering Employees
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 1: How to fill Edit Insured Persons fields
You can edit the "Number of Days worked" of part-time/full time employee
Set the part/full time days worked by clicking the Edit link and then for t
rt time days and click Save button.
You can also enter the CNIC and Date of Birth of employee if its not al
After you have completed the editing, click on Done button to save the
The Employee Counter will reflect the count of employees after every step
Employee Count: 15
Main
Name EOBI # CNIC Date of Birth Date of Joining Days Worked Edit
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
5 Altaf Ahmed 3600E165959 18 Jul 1971 01 Jan 0001
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001
1 1 2 3
15 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3. Show: more | less
© EOBI 2011. All rights reserved

You can search any Insured Person linked with your organization on the following criteria.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
3600A165953
Step 1: How to fill Edit Insured Persons fields
You can edit the "Number of Days worked" of part-time/full time employees.
Set the part/full time days worked by clicking the Edit link and then for the Part Time option, enter the number of part time days and click Save button.
You can also enter the CNIC and Date of Birth of employee if its not already entered.
After you have completed the editing, click on Done button to save the changes for the employee.
Main
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked Edit
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
5 Altaf Ahmed 3600E165959 18 Jul 1971 01 Jan 0001
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
15 Insured Person(s) found, displaying 6 Insured Person(s), from 1 to 6. Page 1 / 3. Show: more | less
© EOBI 2011. All rights reserved
You can search an Insured Person by their EOBI No or CNIC

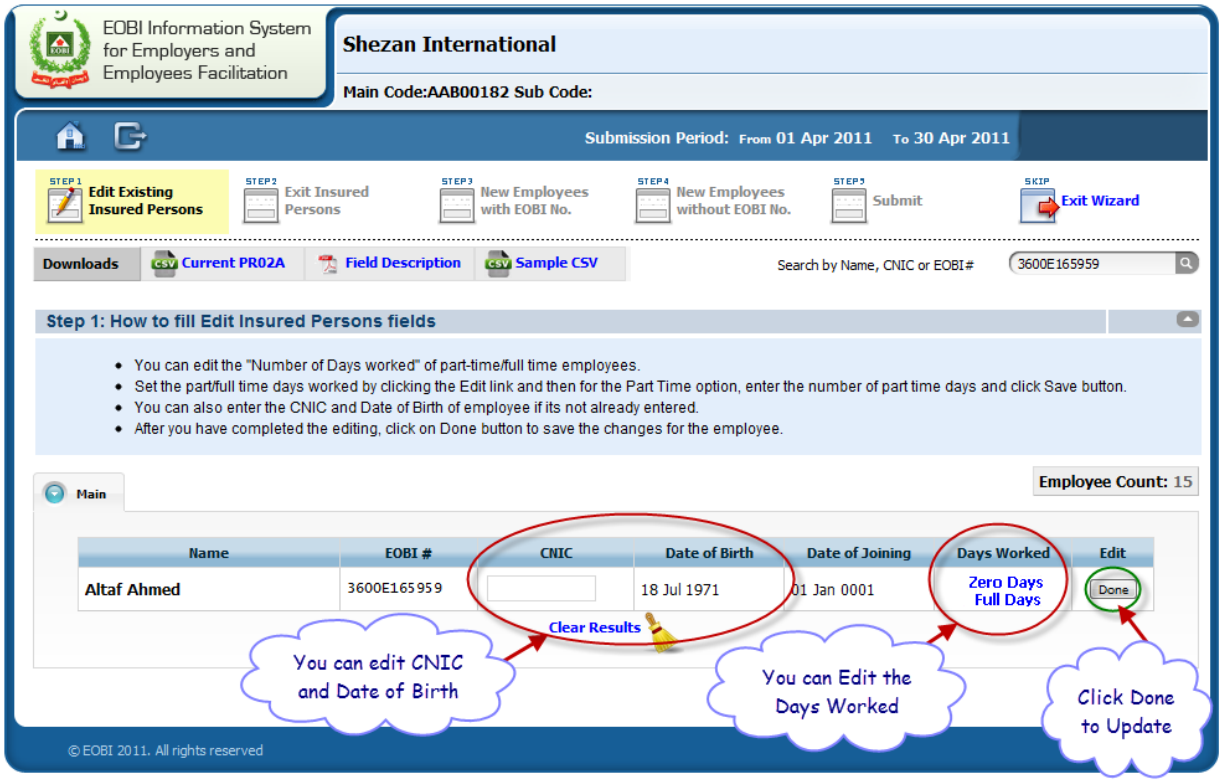
Step 1 : Edit Existing Insured Persons:

You can then edit the information provided for the IP you searched.


EOBI Information System for Employers and Employees Facilitation
BISMAH TEXTILE IND.
Main Code: AAA03217
Submission Period: From 01 May 2011 To 31 May 2011
Check List
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
3100D245705
Step 1: How to fill Edit Insured Persons fields
You can edit the "Number of Days worked" of part-time/full ti
Set the part/full time days worked by clicking the Edit link an
e days and click Save button.
You can also enter the CNIC and Date of Birth of employe
After you have completed the editing, click on Done button to sa
Your desired IP has been shown, you can now edit the details be clicking on EDIT button
Main
Employee Count: 16
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
Edit
Shahbaz Patrus
3100D245705
01 Oct 1967
01 Jan 2001
Clear Results
© EOBI 2011. All rights reserved

You can Edit the CNIC and Date of Birth (if not provided) and Days Worked information shown in the screen below.

Click on Done afte making the changes to save them.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
3600E165959
Step 1: How to fill Edit Insured Persons fields
You can edit the "Number of Days worked" of part-time/full time employees.
Set the part/full time days worked by clicking the Edit link and then for the Part Time option, enter the number of part time days and click Save button.
You can also enter the CNIC and Date of Birth of employee if its not already entered.
After you have completed the editing, click on Done button to save the changes for the employee.
Main
Employee Count: 15
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
Edit
Altaf Ahmed
3600E165959
18 Jul 1971
01 Jan 0001
Zero Days
Full Days
Done
Clear Results
You can edit CNIC and Date of Birth
You can Edit the Days Worked
Click Done to Update
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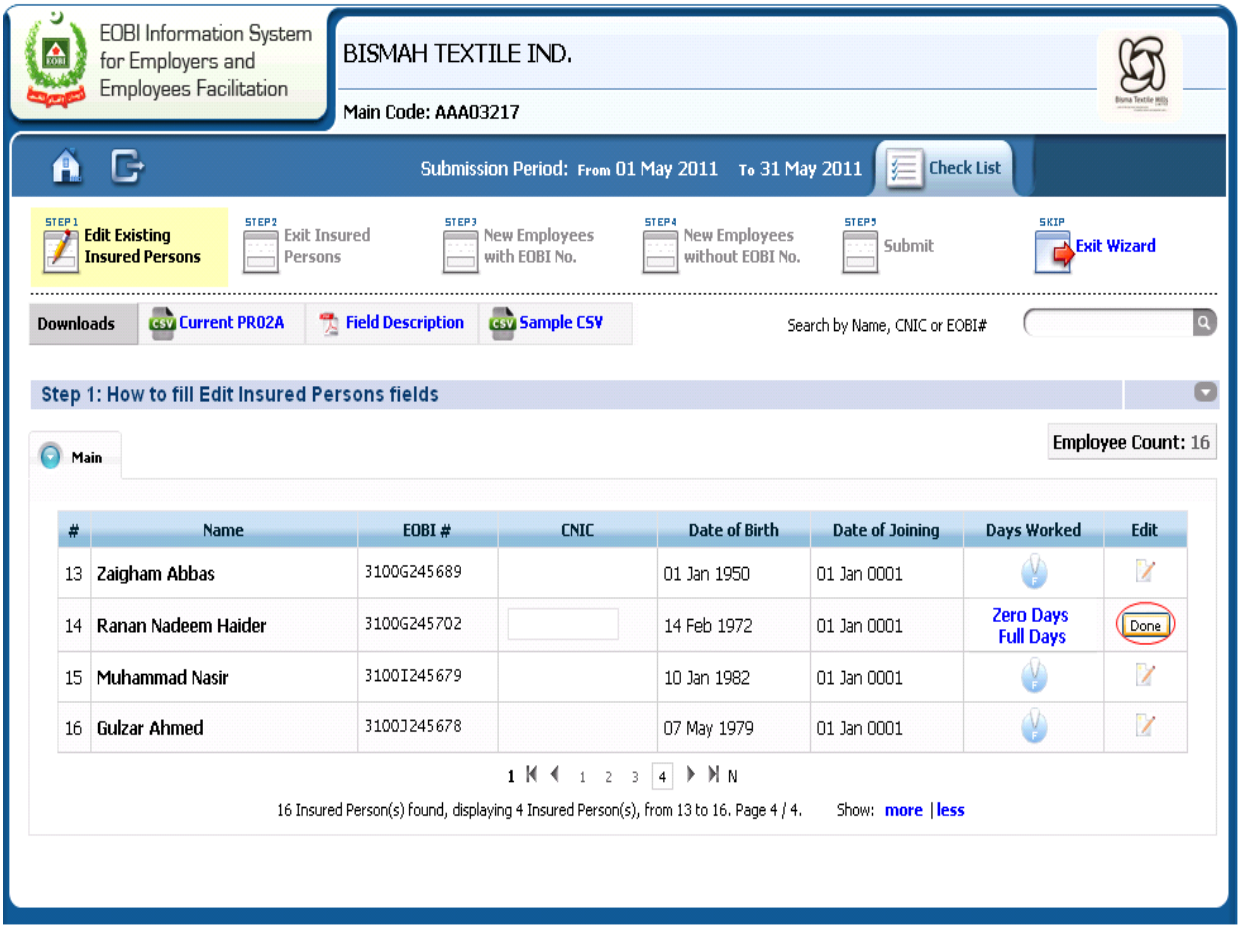
Click Done after making the Days Worked changes.


EOBI Information System for Employers and Employees Facilitation
BISMAH TEXTILE IND.
Main Code: AAA03217
Submission Period: From 01 May 2011 To 31 May 2011
Check List
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 1: How to fill Edit Insured Persons fields
Main
Employee Count: 16
Name EOBI # CNIC Date of Birth Date of Joining Days Worked Edit
13 Zaigham Abbas 3100G245689 01 Jan 1950 01 Jan 0001
14 Ranan Nadeem Haider 3100G245702 14 Feb 1972 01 Jan 0001 Zero Days Full Days Done
15 Muhammad Nasir 3100I245679 10 Jan 1982 01 Jan 0001
16 Gulzar Ahmed 3100J245678 07 May 1979 01 Jan 0001
1 1 2 3 4 N
16 Insured Person(s) found, displaying 4 Insured Person(s), from 13 to 16. Page 4 / 4. Show: more | less

You can now view the changes as well.

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
3600E165959
Step 1: How to fill Edit Insured Persons fields
You can edit the "Number of Days worked" of part-time/full time employees.
Set the part/full time days worked by clicking the Edit link and then for the Part Time option, enter the number of part time days and click Save button.
You can also enter the CNIC and Date of Birth of employee if its not already entered.
After you have completed the editing, click on Done button to save the changes for the employee.
Main
Employee Count: 15
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
Edit
Altaf Ahmed
3600E165959
18 Jul 1971
01 Jan 0001
0days
Clear Results
The changes are Done
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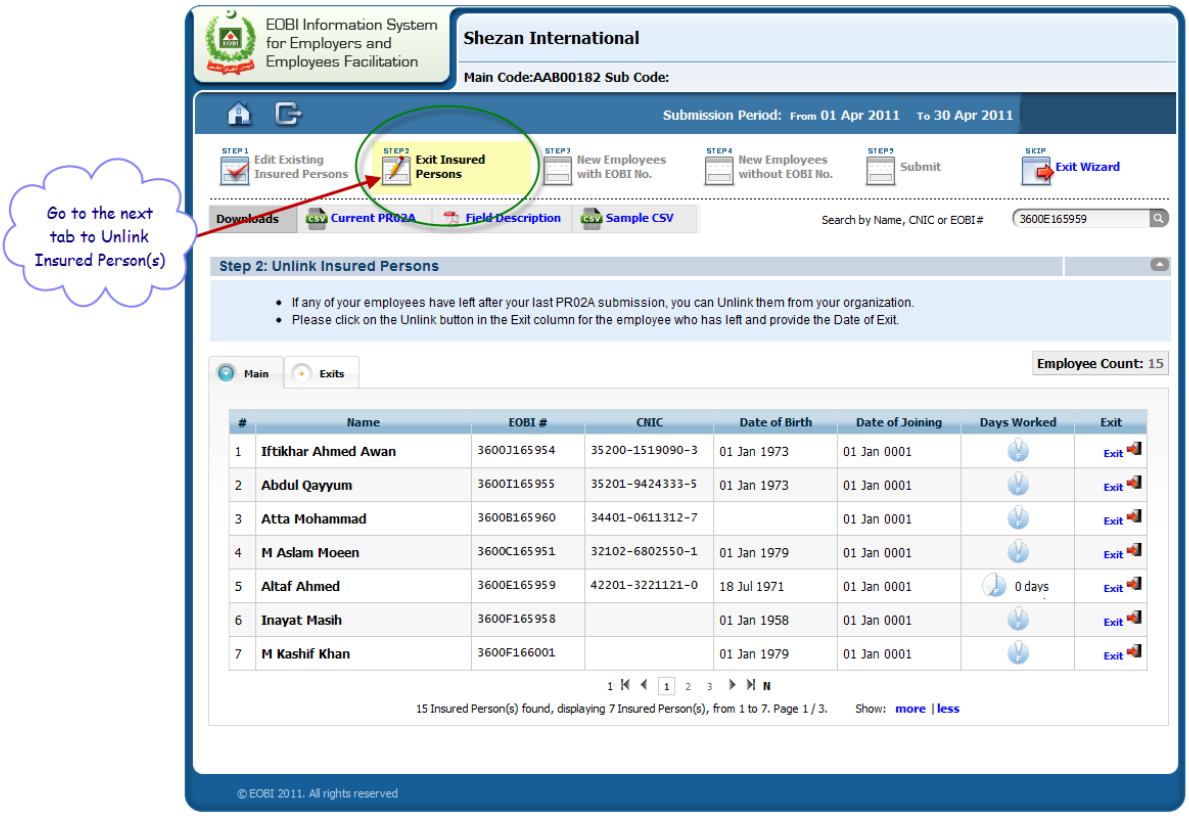
Step 2 : Exit Insured Persons:

In the next step you can Unlink the employees who have left the organization during the submission period of PR02A.


Go to the next tab to Unlink Insured Person(s)
EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
3600E165959
Step 2: Unlink Insured Persons
If any of your employees have left after your last PR02A submission, you can Unlink them from your organization.
Please click on the Unlink button in the Exit column for the employee who has left and provide the Date of Exit.
Main
Exits
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked Exit
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001 Exit
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001 Exit
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001 Exit
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001 Exit
5 Altaf Ahmed 3600E165959 42201-3221121-0 18 Jul 1971 01 Jan 0001 0 days Exit
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001 Exit
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001 Exit
15 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3. Show: more | less
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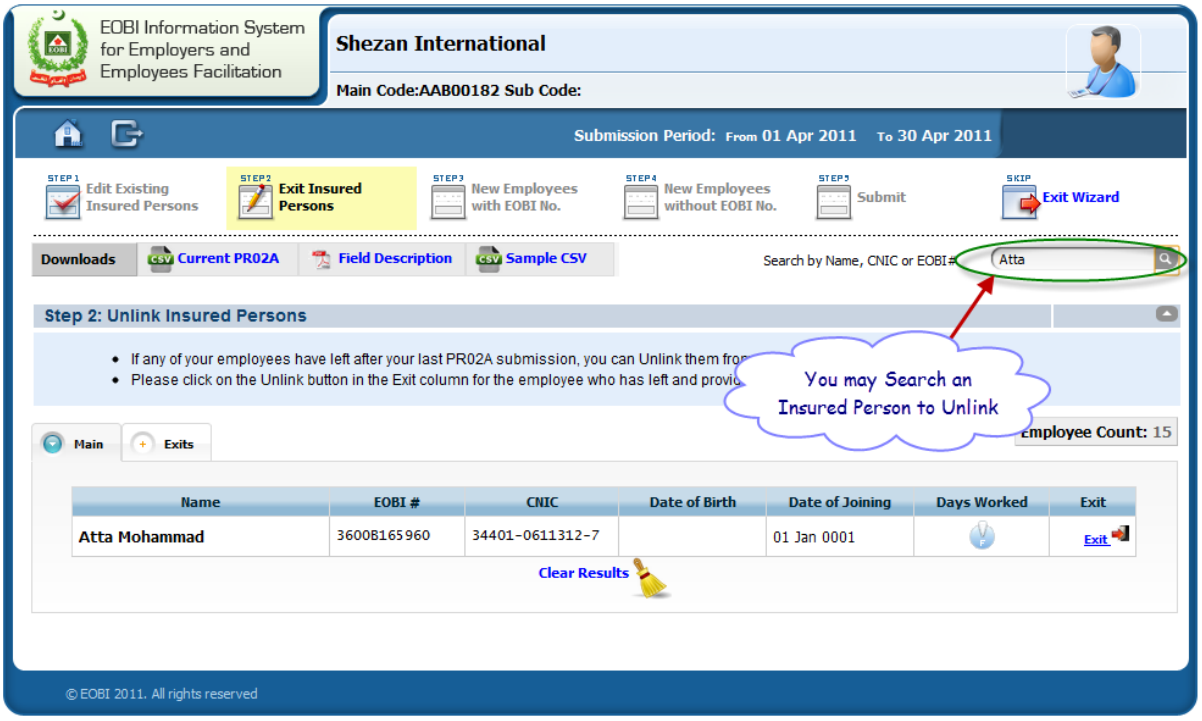
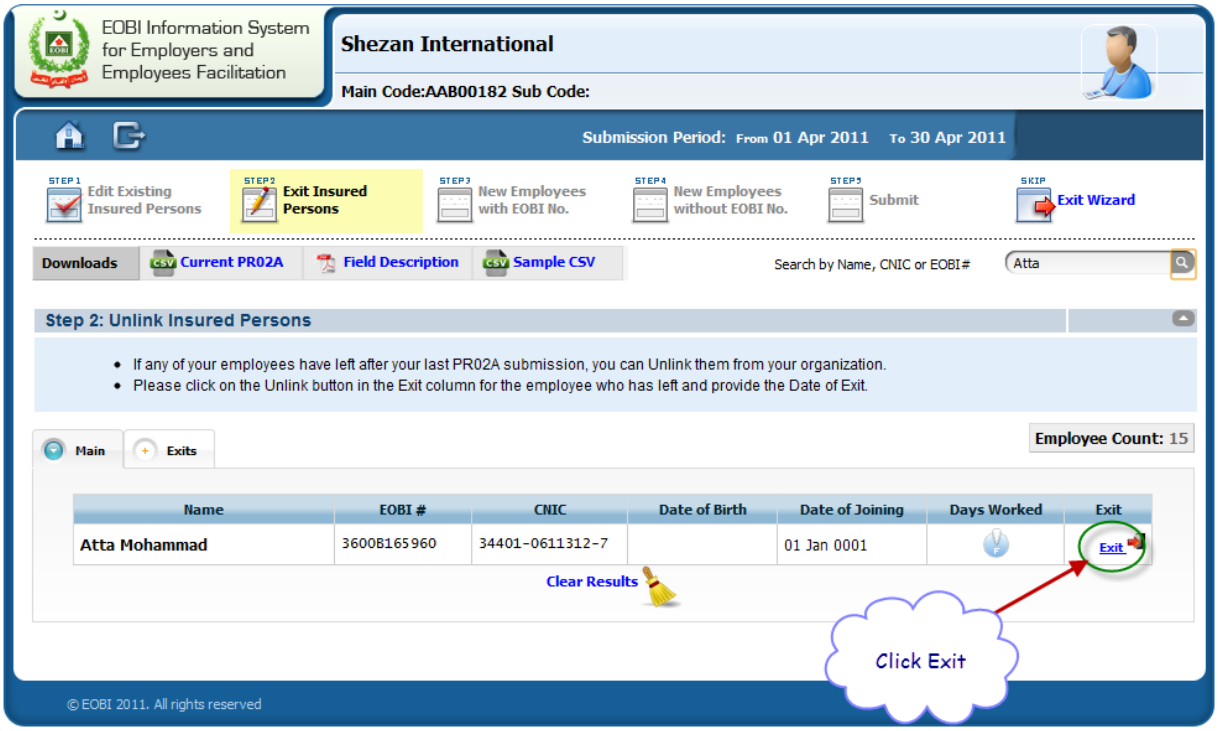
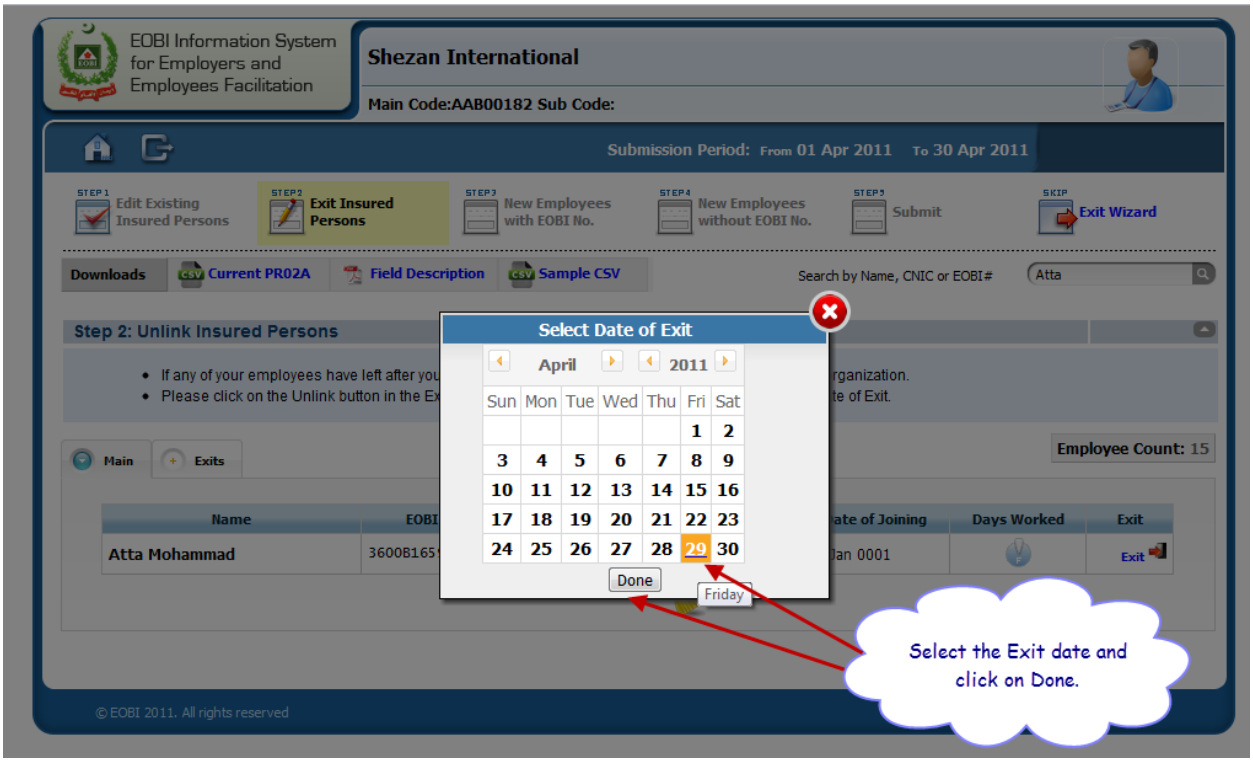
You can use the search option to search for an IP you want to Unlink.




EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 2: Unlink Insured Persons
If any of your employees have left after your last PR02A submission, you can Unlink them from your organization.
Please click on the Unlink button in the Exit column for the employee who has left and provide the Date of Exit.
Main
Exits
Employee Count: 15
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
Exit
Atta Mohammad
3600B165960
34401-0611312-7
01 Jan 0001
Exit
Clear Results
Click Exit
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 2: Unlink Insured Persons
Select Date of Exit
April 2011
Sun Mon Tue Wed Thu Fri Sat
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
Done
Friday
Employee Count: 15
Main
Exits
Name
Atta Mohammad
Days Worked
Exit
Select the Exit date and click on Done.
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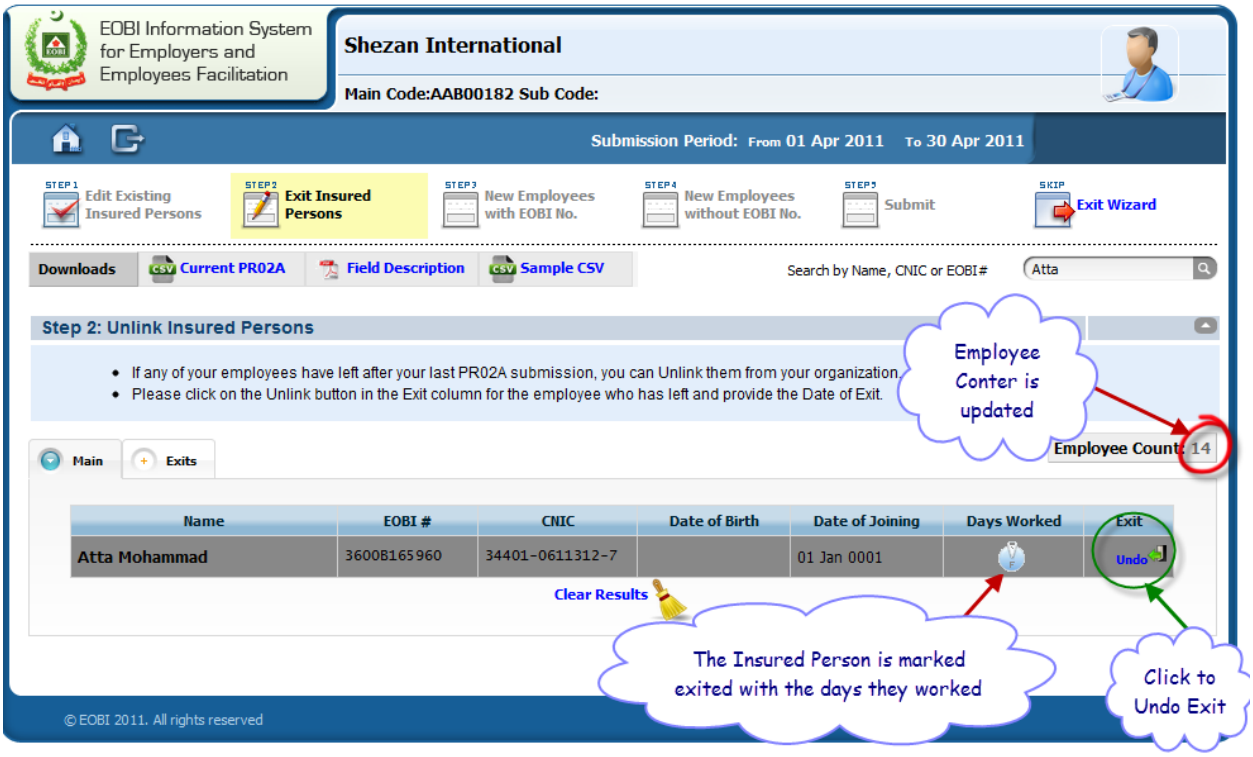
EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 2: Unlink Insured Persons
If any of your employees have left after your last PR02A submission, you can Unlink them from your organization.
Please click on the Unlink button in the Exit column for the employee who has left and provide the Date of Exit.
Employee Conter is updated
Employee Count: 14
Main
Exits
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
Exit
Atta Mohammad
3600B165960
34401-0611312-7
01 Jan 0001
Undo
Clear Results
The Insured Person is marked exited with the days they worked
Click to Undo Exit
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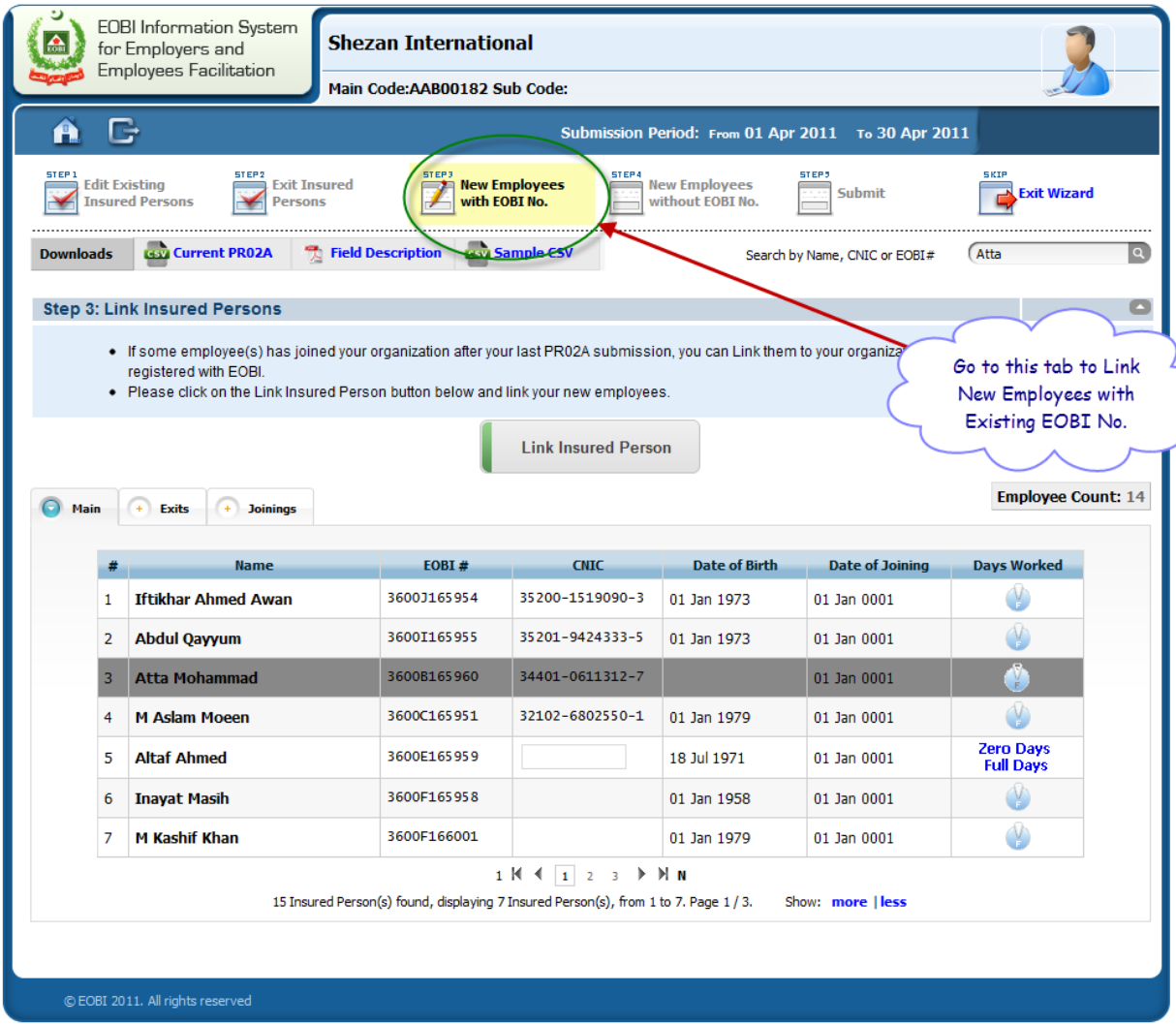
Step 3: Link Insured Persons:

In the third step you can Link any new employee who joined you recently and who are already associated with EOBI, i.e. they have an existing EOBI No.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organiza
registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Go to this tab to Link New Employees with Existing EOBI No.
Link Insured Person
Main
Exits
Joinings
Employee Count: 14
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
5 Altaf Ahmed 3600E165959 18 Jul 1971 01 Jan 0001 Zero Days Full Days
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001
1 1 2 3 N
15 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3. Show: more | less
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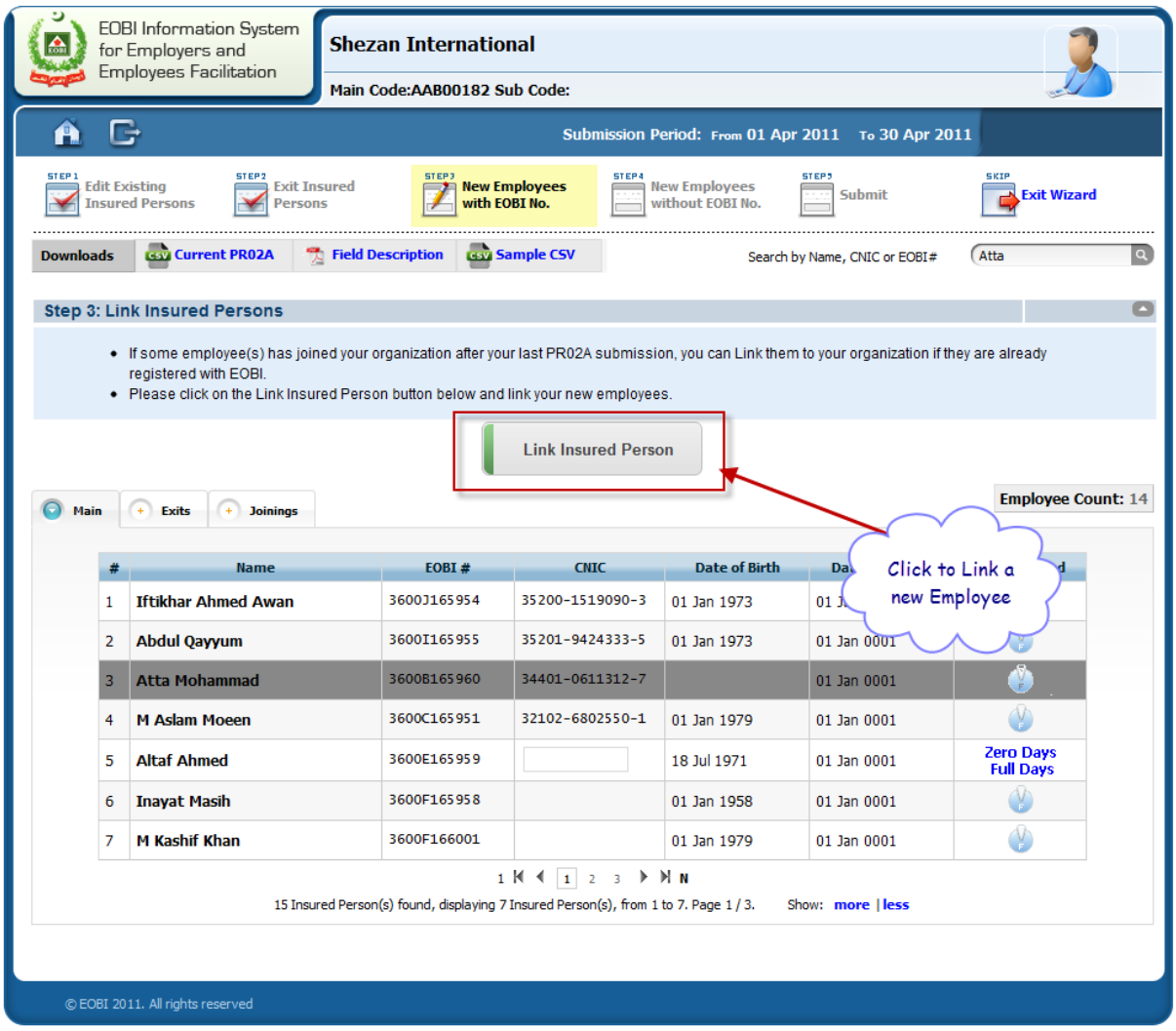
Click on the Link Insured Person button to Link an employee(IP) with your organization.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organization if they are already registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Link Insured Person
Click to Link a new Employee
Main
Exits
Joinings
Employee Count: 14
Name EOBI # CNIC Date of Birth
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
5 Altaf Ahmed 3600E165959 18 Jul 1971 01 Jan 0001 Zero Days Full Days
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001
15 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3. Show: more | less
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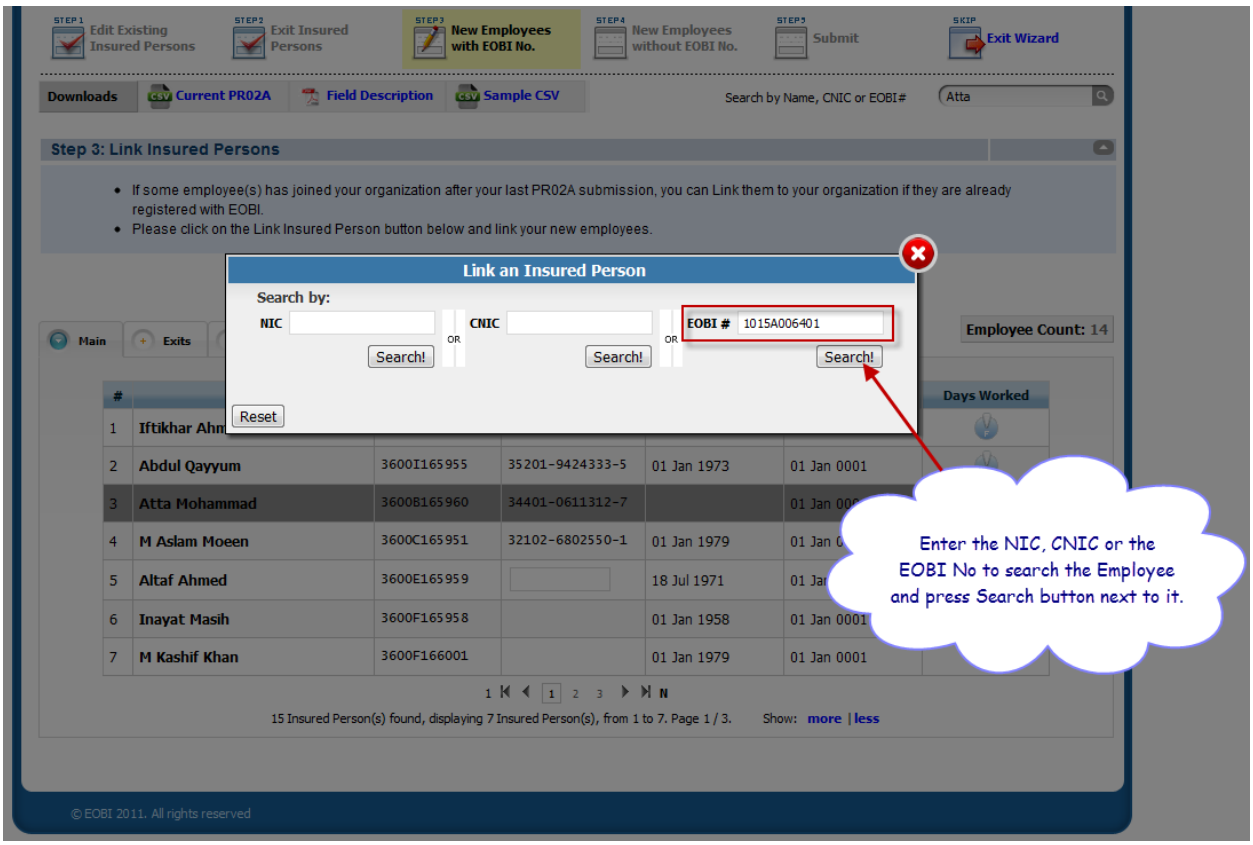
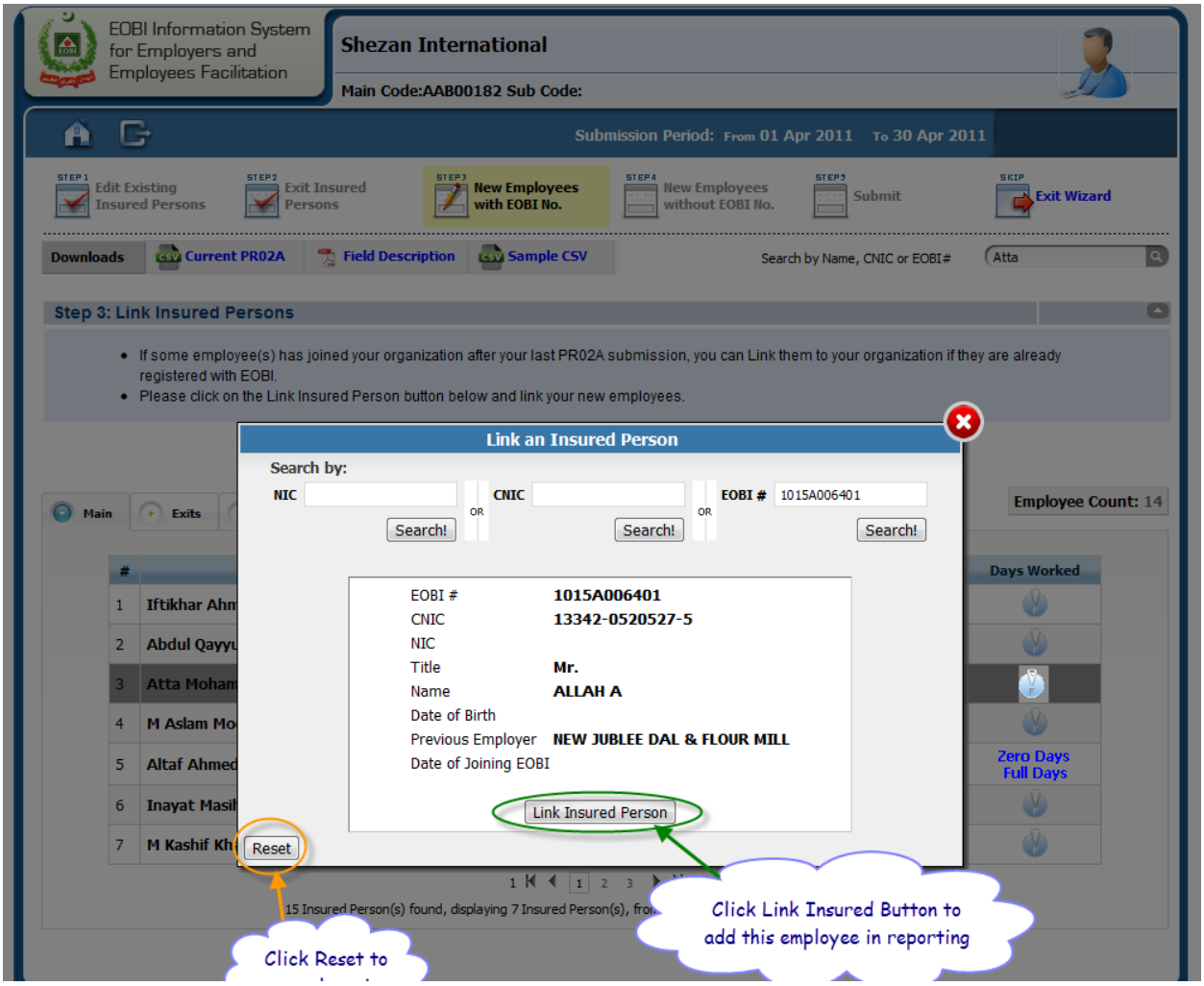
You can search the IP by giving their EOBI #, CNIC, or NIC and clicking on the respective Search button.

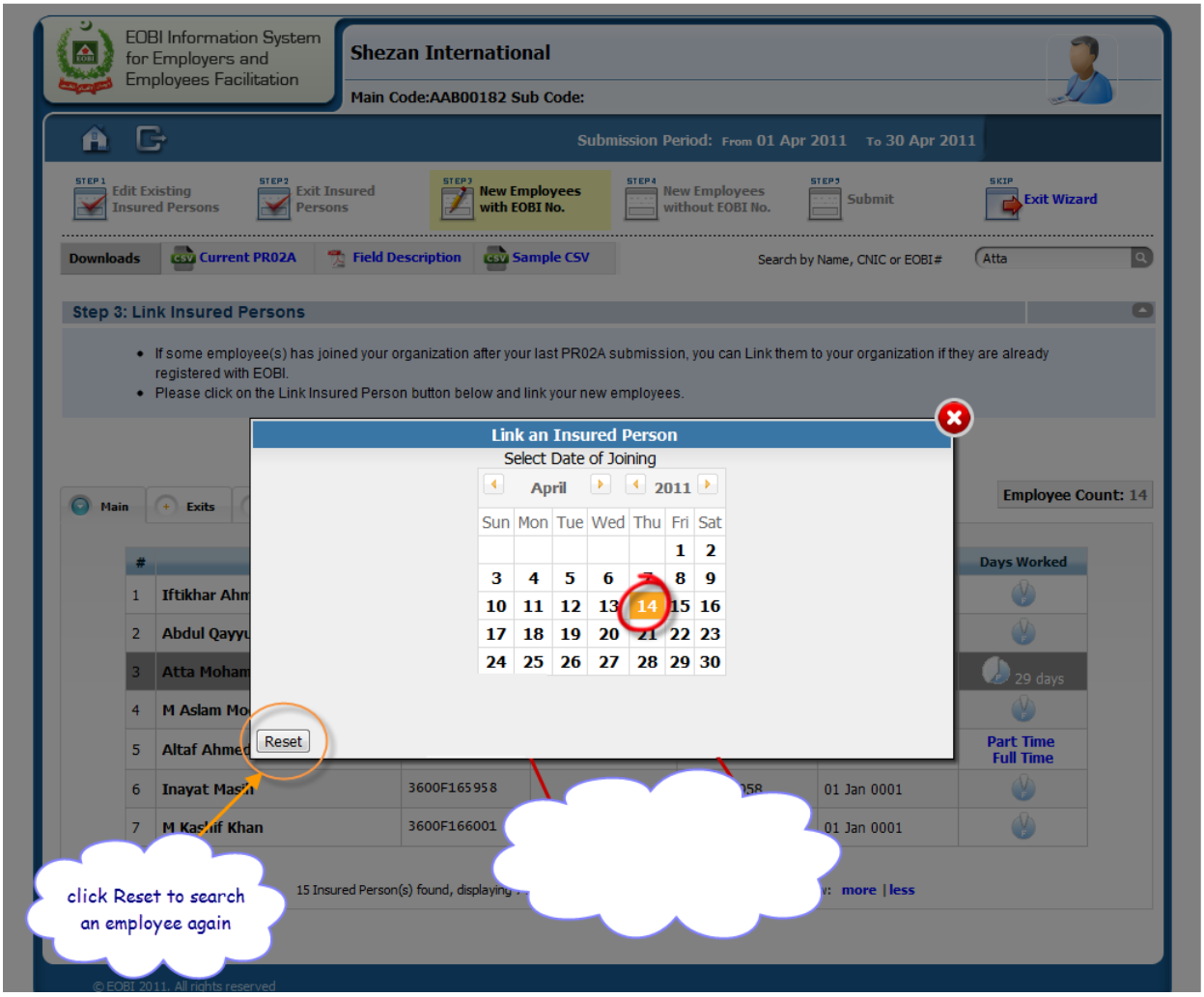
Use Reset button to try searching another IP.

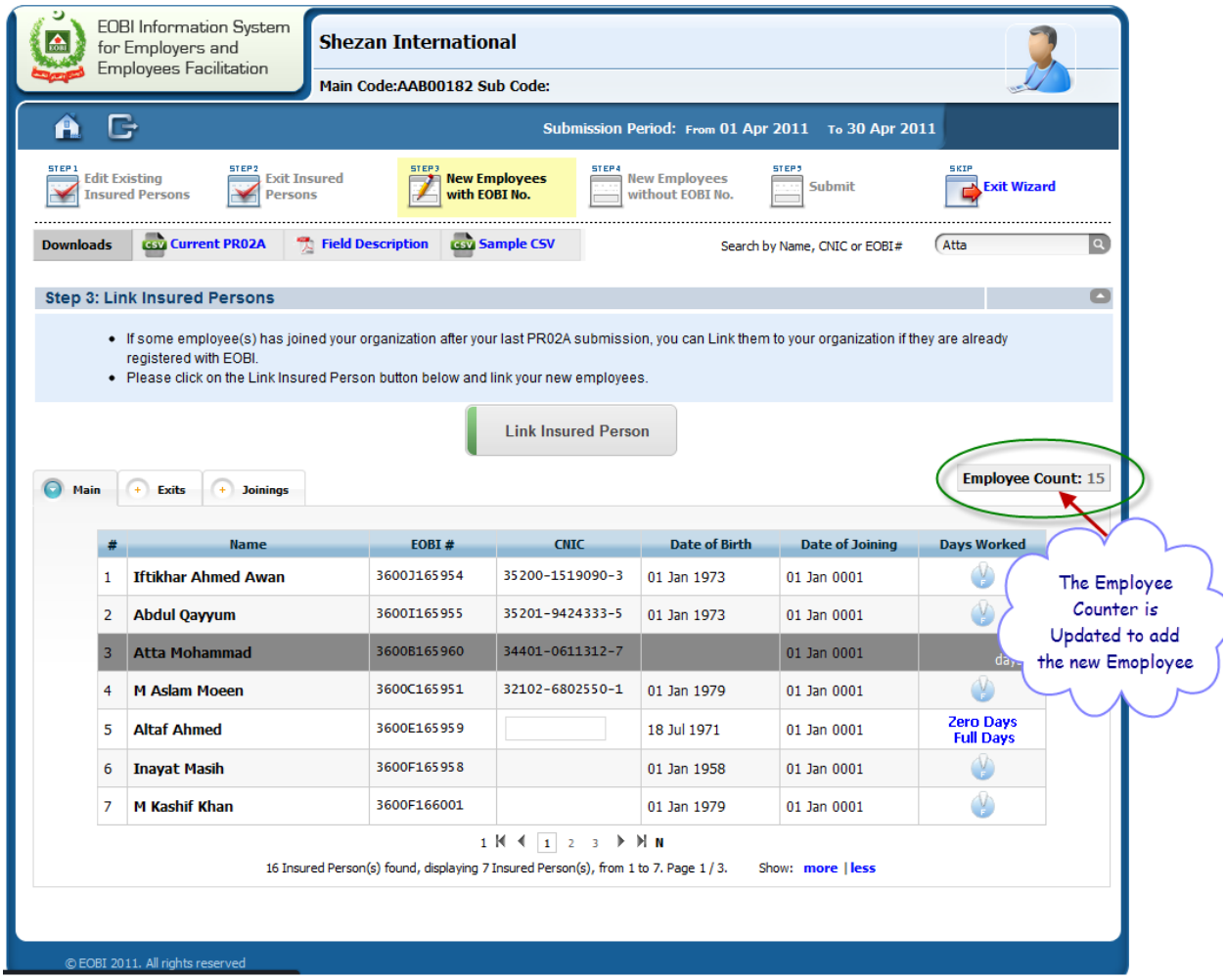

Edit Existing Insured Persons
Exit Insured Persons
New Employees with EOBI No.
New Employees without EOBI No.
Submit
Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organization if they are already registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Link an Insured Person
Search by:
NIC
CNIC
EOBI #
1015A006401
Search!
Reset
Main
Exits
Employee Count: 14
Days Worked
1 Iftikhar Ahn
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979
5 Altaf Ahmed 3600E165959 18 Jul 1971
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001
15 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3.
Show: more | less
© EOBI 2011. All rights reserved
Enter the NIC, CNIC or the EOBI No to search the Employee and press Search button next to it.

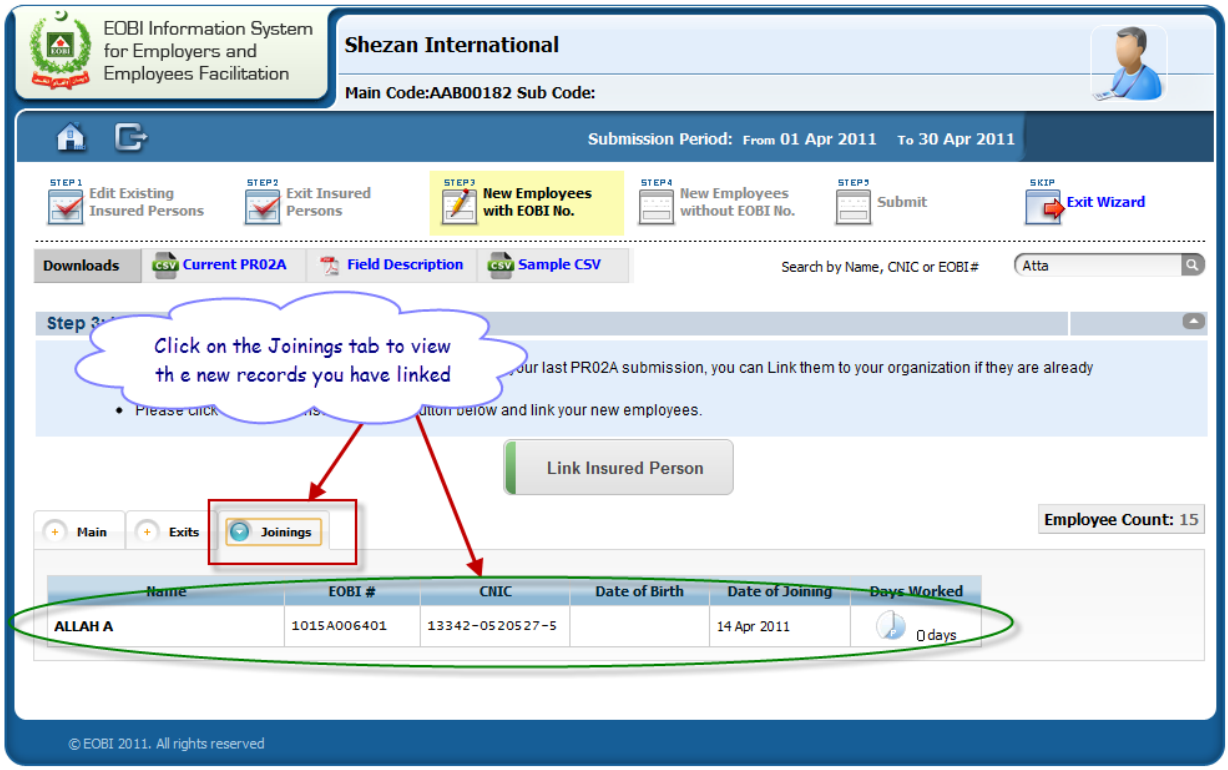
Click Link Insured Person to link the IP to your organization.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
Edit Existing Insured Persons
Exit Insured Persons
New Employees with EOBI No.
New Employees without EOBI No.
Submit
Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organization if they are already registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Link an Insured Person
Search by:
NIC
CNIC
EOBI # 1015A006401
Search!
OR
EOBI # 1015A006401
CNIC 13342-0520527-5
NIC
Title Mr.
Name ALLAH A
Date of Birth
Previous Employer NEW JUBLEE DAL & FLOUR MILL
Date of Joining EOBI
Link Insured Person
Reset
Employee Count: 14
Days Worked
Zero Days
Full Days
Click Reset to
Click Link Insured Button to add this employee in reporting

For the new IP give the Date of Joining and the number of days(for the case of complete month leave the field blank) and click Close button.
This will link the Ip to your PR02A contribution submission list.

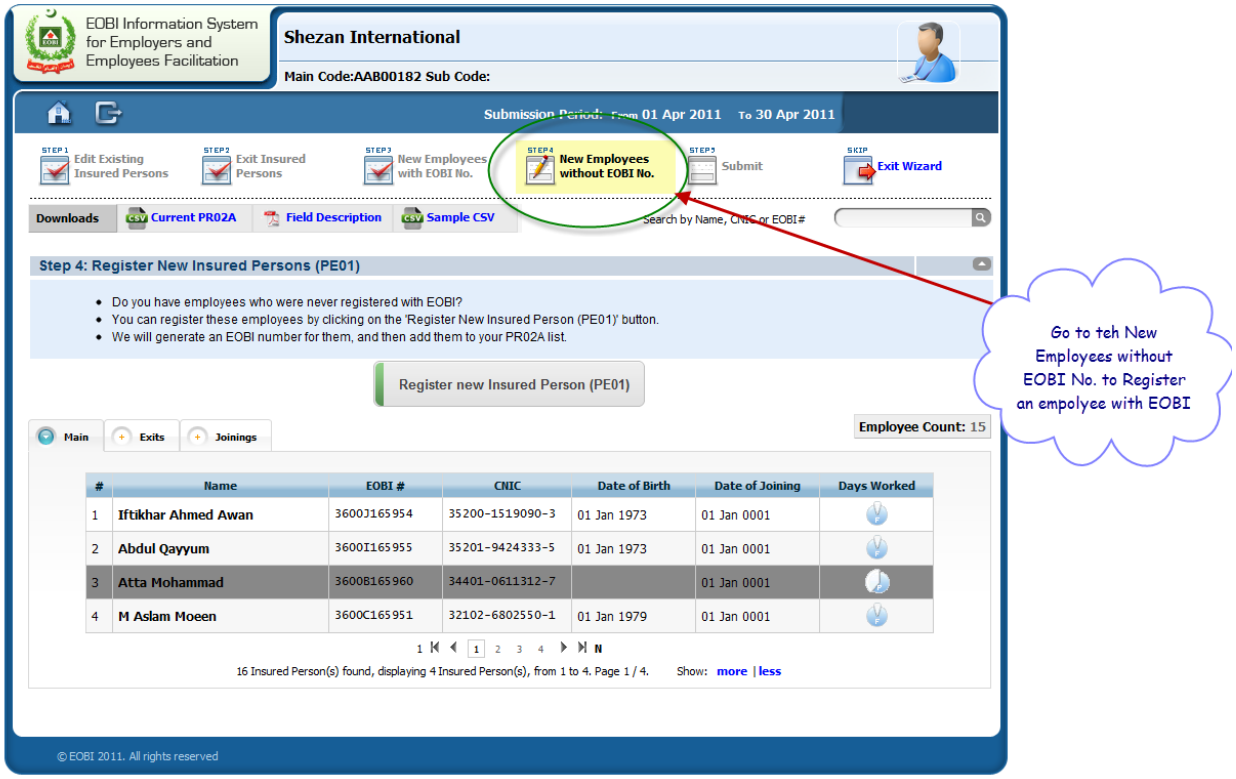

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
Edit Existing Insured Persons
Exit Insured Persons
New Employees with EOBI No.
New Employees without EOBI No.
Submit
Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organization if they are already registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Link an Insured Person
Select Date of Joining
April 2011
Sun Mon Tue Wed Thu Fri Sat
Reset
Main
Exits
Employee Count: 14
Days Worked
29 days
Part Time
Full Time
15 Insured Person(s) found, displaying
more | less
click Reset to search an employee again

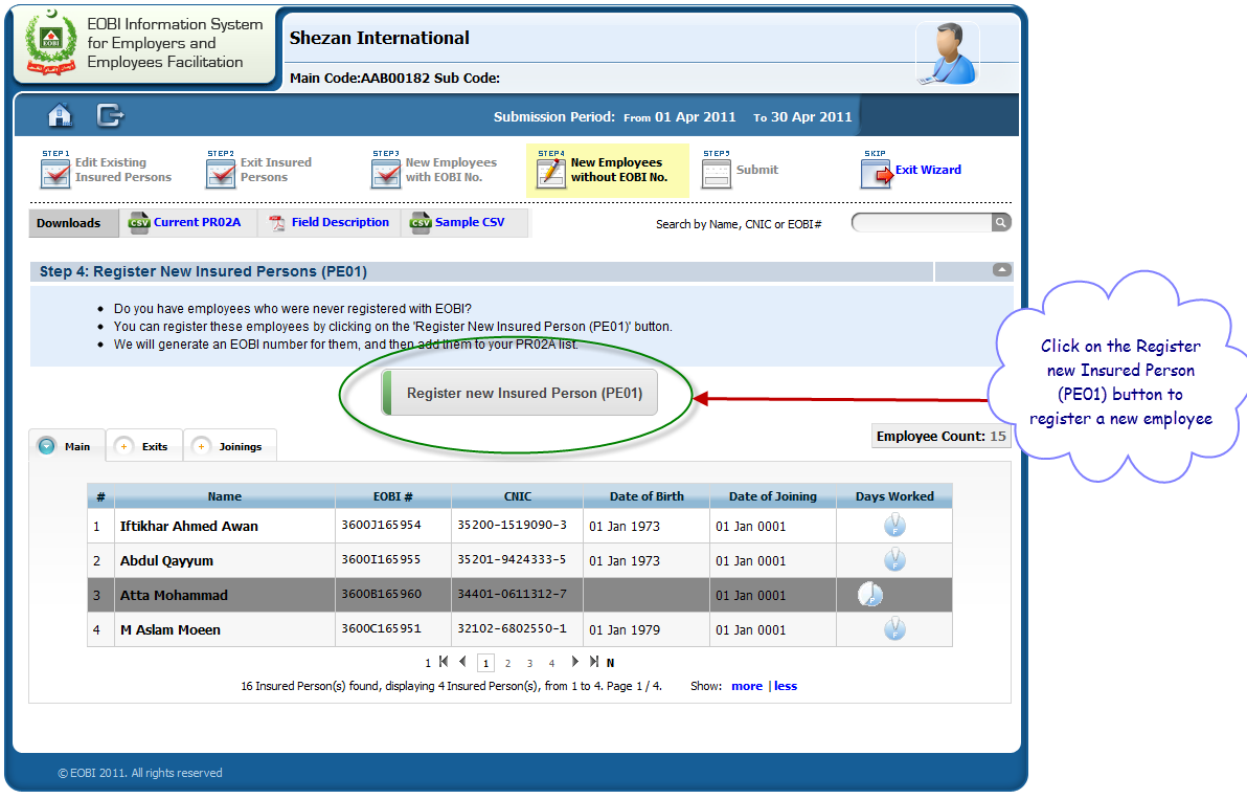

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Step 3: Link Insured Persons
If some employee(s) has joined your organization after your last PR02A submission, you can Link them to your organization if they are already registered with EOBI.
Please click on the Link Insured Person button below and link your new employees.
Link Insured Person
Main
Exits
Joinings
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
5 Altaf Ahmed 3600E165959 18 Jul 1971 01 Jan 0001 Zero Days Full Days
6 Inayat Masih 3600F165958 01 Jan 1958 01 Jan 0001
7 M Kashif Khan 3600F166001 01 Jan 1979 01 Jan 0001
1 2 3 N
16 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 3. Show: more | less
© EOBI 2011. All rights reserved
The Employee Counter is Updated to add the new Emoployee


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Atta
Click on the Joinings tab to view th e new records you have linked
Link Insured Person
Main
Exits
Joinings
Employee Count: 15
Name
EOBI #
CNIC
Date of Birth
Date of Joining
Days Worked
ALLAH A
1015A006401
13342-0520527-5
14 Apr 2011
0 days
© EOBI 2011. All rights reserved

Step 4: Register IPs (PE – 01):

In this step you can register a New Employee with EOBI .


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 4: Register New Insured Persons (PE01)
Do you have employees who were never registered with EOBI?
You can register these employees by clicking on the 'Register New Insured Person (PE01)' button.
We will generate an EOBI number for them, and then add them to your PR02A list.
Register new Insured Person (PE01)
Main
Exits
Joinings
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
16 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4. Page 1 / 4. Show: more | less
© EOBI 2011. All rights reserved
Go to teh New Employees without EOBI No. to Register an empolyee with EOBI


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP1 Edit Existing Insured Persons
STEP2 Exit Insured Persons
STEP3 New Employees with EOBI No.
STEP4 New Employees without EOBI No.
STEP5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 4: Register New Insured Persons (PE01)
Do you have employees who were never registered with EOBI?
You can register these employees by clicking on the 'Register New Insured Person (PE01)' button.
We will generate an EOBI number for them, and then add them to your PR02A list.
Register new Insured Person (PE01)
Click on the Register new Insured Person (PE01) button to register a new employee
Main
Exits
Joinings
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
16 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4. Page 1 / 4.
Show: more | less
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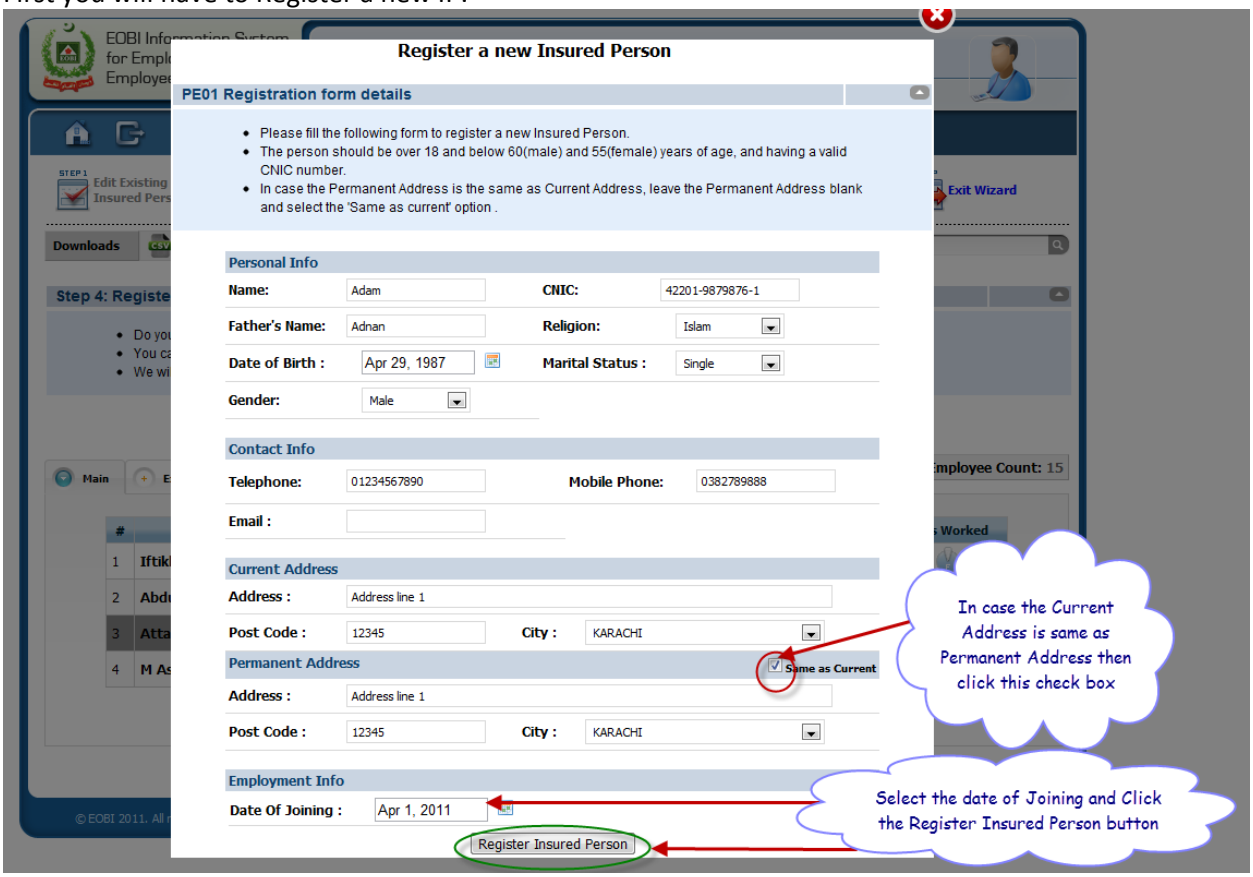
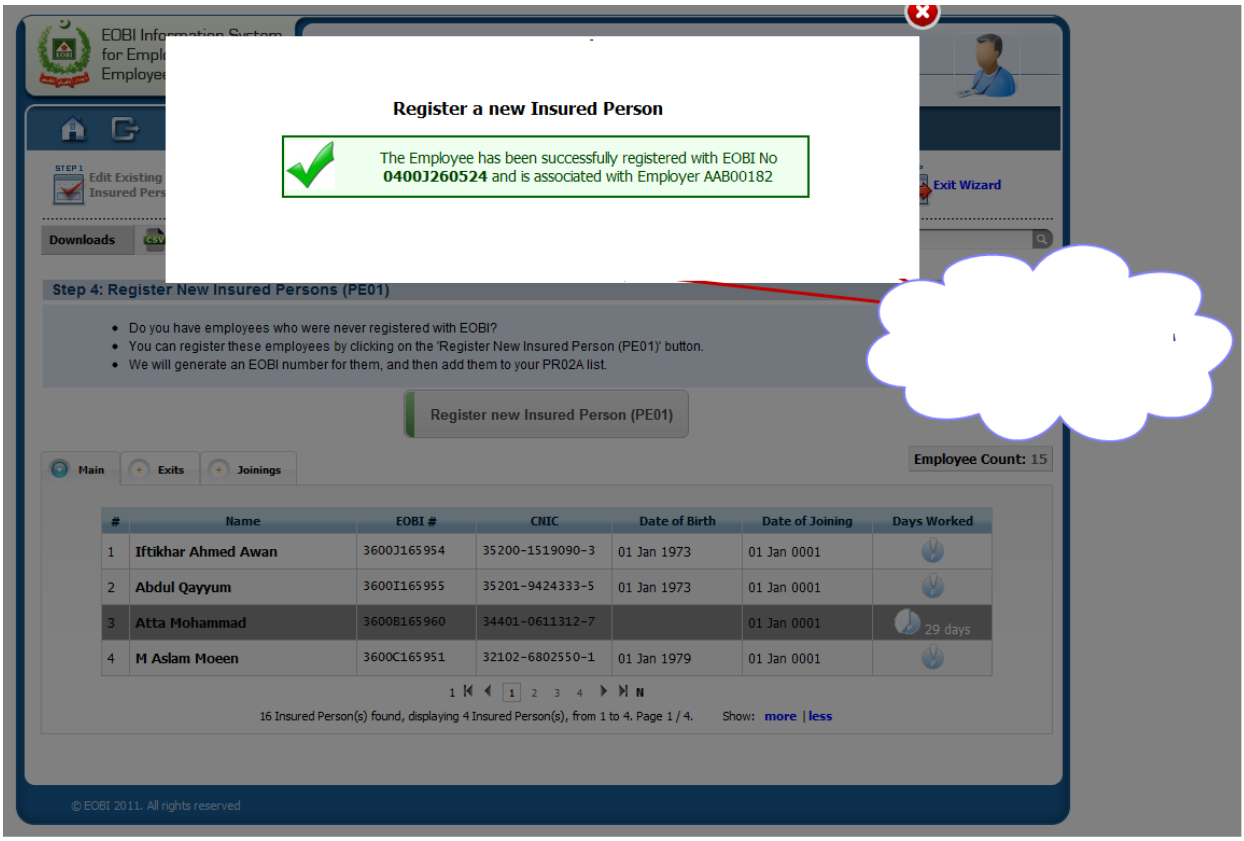
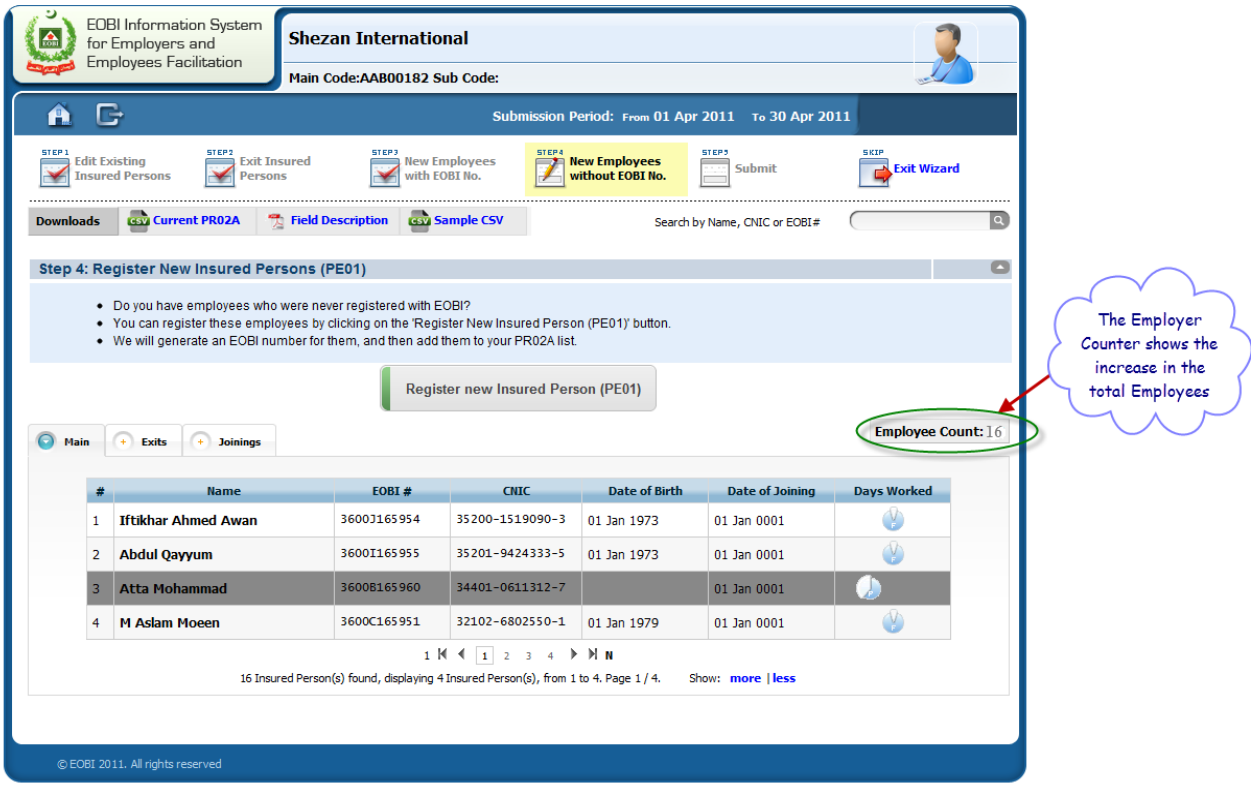
First you will have to Register a new IP.


Register a new Insured Person
PE01 Registration form details
Please fill the following form to register a new Insured Person.
The person should be over 18 and below 60(male) and 55(female) years of age, and having a valid CNIC number.
In case the Permanent Address is the same as Current Address, leave the Permanent Address blank and select the 'Same as current' option .
Personal Info
Name: Adam
CNIC: 42201-9879876-1
Father's Name: Adnan
Religion: Islam
Date of Birth : Apr 29, 1987
Marital Status : Single
Gender: Male
Contact Info
Telephone: 01234567890
Mobile Phone: 0382789888
Email :
Current Address
Address : Address line 1
Post Code : 12345
City : KARACHI
Permanent Address
Same as Current
Address : Address line 1
Post Code : 12345
City : KARACHI
Employment Info
Date Of Joining : Apr 1, 2011
Register Insured Person
In case the Current Address is same as Permanent Address then click this check box
Select the date of Joining and Click the Register Insured Person button

After the registration is sucessful Link the Insured Person to your Organization.


Register a new Insured Person
The Employee has been successfully registered with EOBI No 0400J260524 and is associated with Employer AAB00182
Exit Wizard
Downloads
Step 4: Register New Insured Persons (PE01)
Do you have employees who were never registered with EOBI?
You can register these employees by clicking on the 'Register New Insured Person (PE01)' button.
We will generate an EOBI number for them, and then add them to your PR02A list.
Register new Insured Person (PE01)
Main
Exits
Joinings
Employee Count: 15
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001 29 days
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
16 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4. Page 1 / 4.
Show: more | less
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP1 Edit Existing Insured Persons
STEP2 Exit Insured Persons
STEP3 New Employees with EOBI No.
STEP4 New Employees without EOBI No.
STEP5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 4: Register New Insured Persons (PE01)
Do you have employees who were never registered with EOBI?
You can register these employees by clicking on the 'Register New Insured Person (PE01)' button.
We will generate an EOBI number for them, and then add them to your PR02A list.
Register new Insured Person (PE01)
Employee Count: 16
The Employer Counter shows the increase in the total Employees
Main
Exits
Joinings
Name EOBI # CNIC Date of Birth Date of Joining Days Worked
1 Iftikhar Ahmed Awan 3600J165954 35200-1519090-3 01 Jan 1973 01 Jan 0001
2 Abdul Qayyum 3600I165955 35201-9424333-5 01 Jan 1973 01 Jan 0001
3 Atta Mohammad 3600B165960 34401-0611312-7 01 Jan 0001
4 M Aslam Moeen 3600C165951 32102-6802550-1 01 Jan 1979 01 Jan 0001
16 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4. Page 1 / 4. Show: more | less
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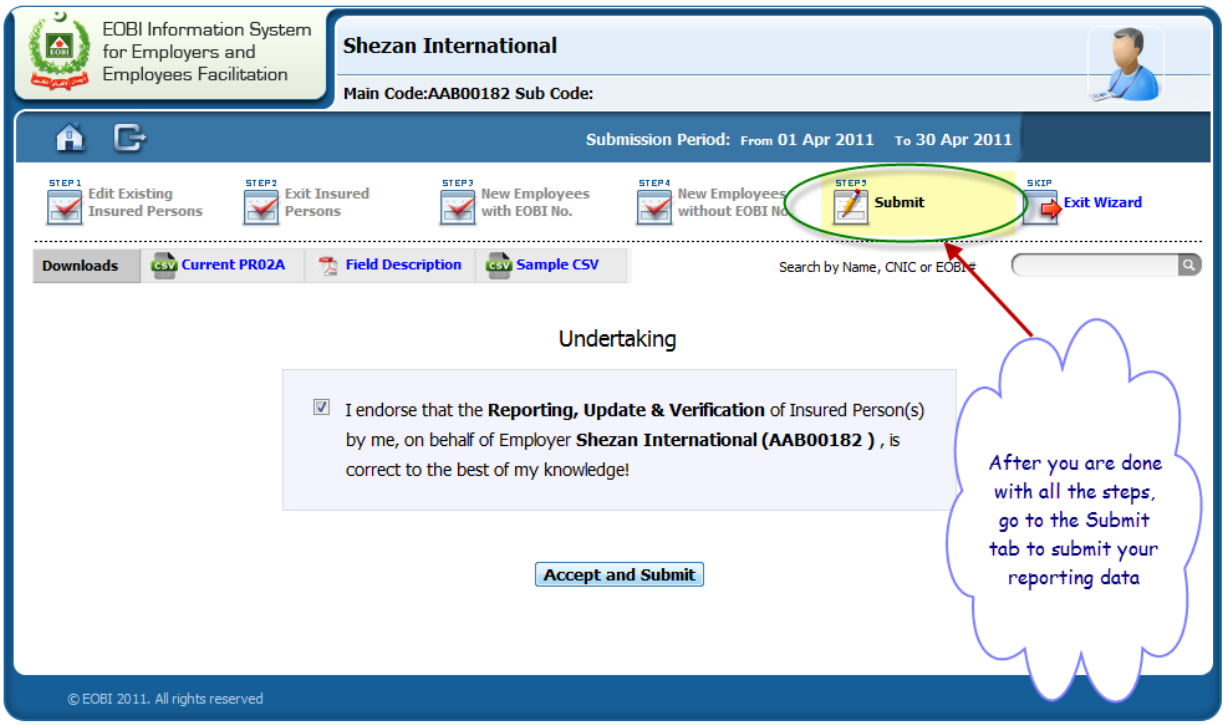
Step 5: Submit PR02A Form:

Click on the Submit tab to proceed with the submit of PR02A form.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Undertaking
I endorse that the Reporting, Update & Verification of Insured Person(s) by me, on behalf of Employer Shezan International (AAB00182) , is correct to the best of my knowledge!
Accept and Submit
After you are done with all the steps, go to the Submit tab to submit your reporting data
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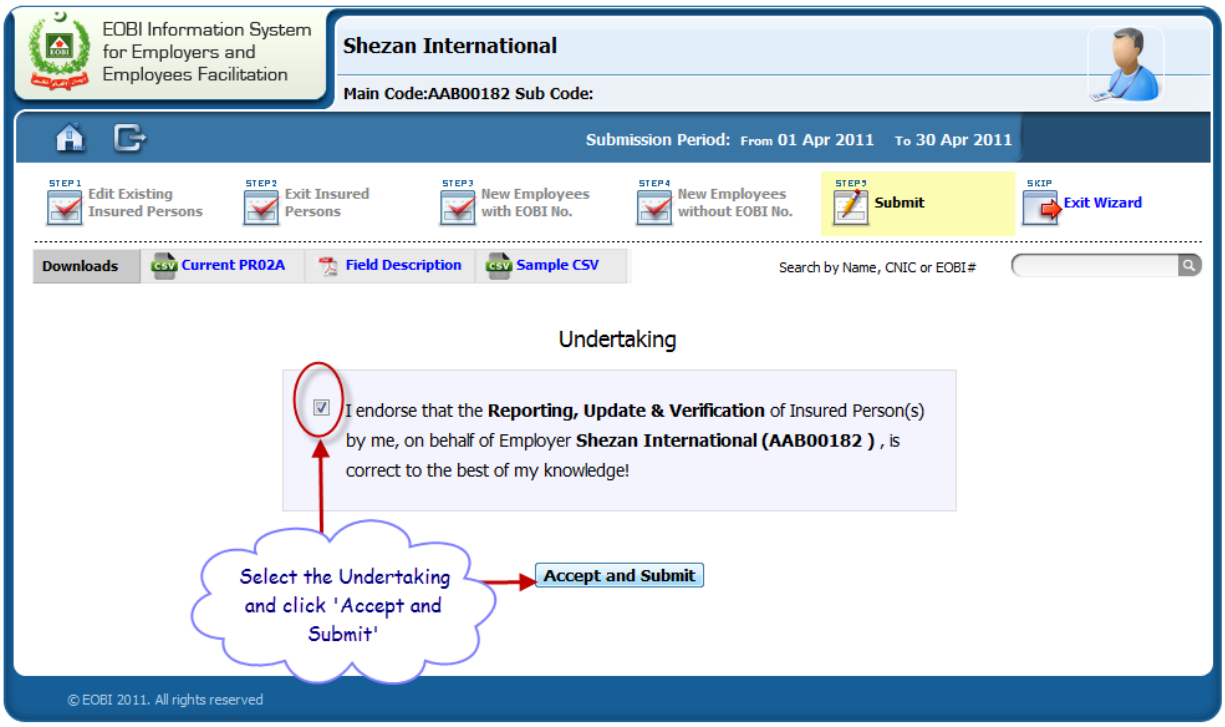
EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Undertaking
I endorse that the Reporting, Update & Verification of Insured Person(s) by me, on behalf of Employer Shezan International (AAB00182) , is correct to the best of my knowledge!
Select the Undertaking and click 'Accept and Submit'
Accept and Submit
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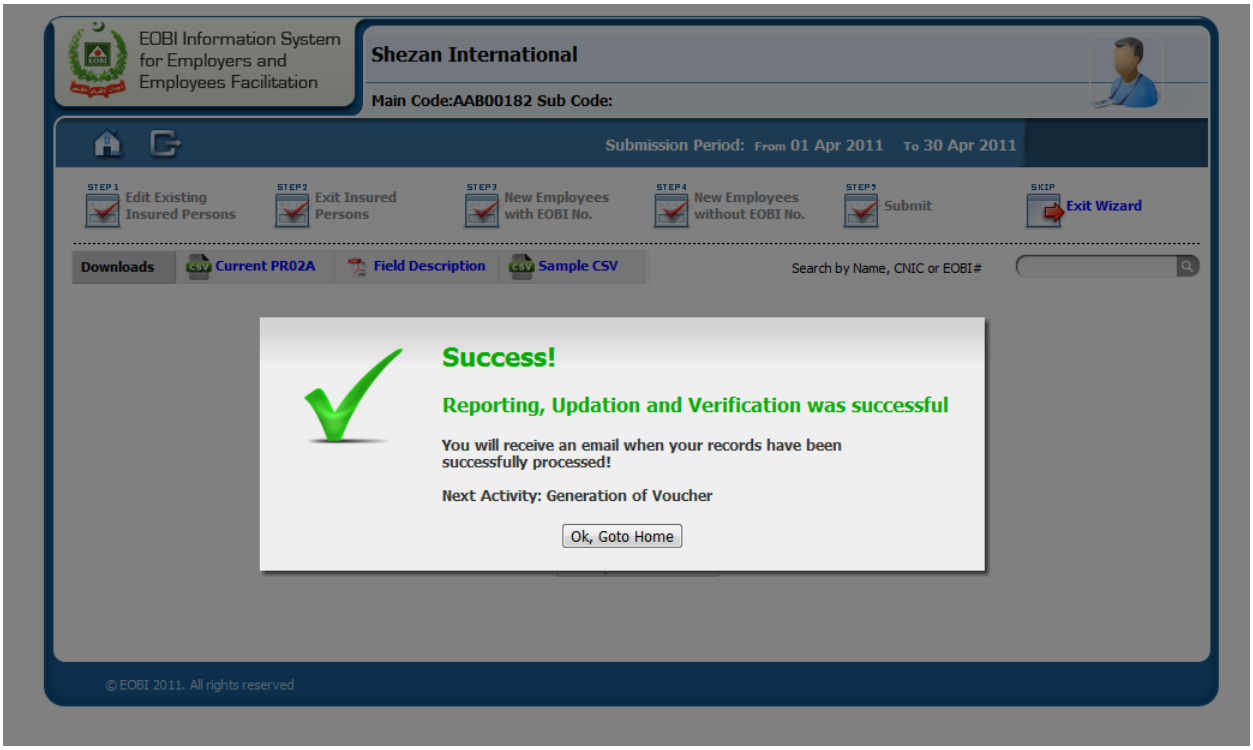
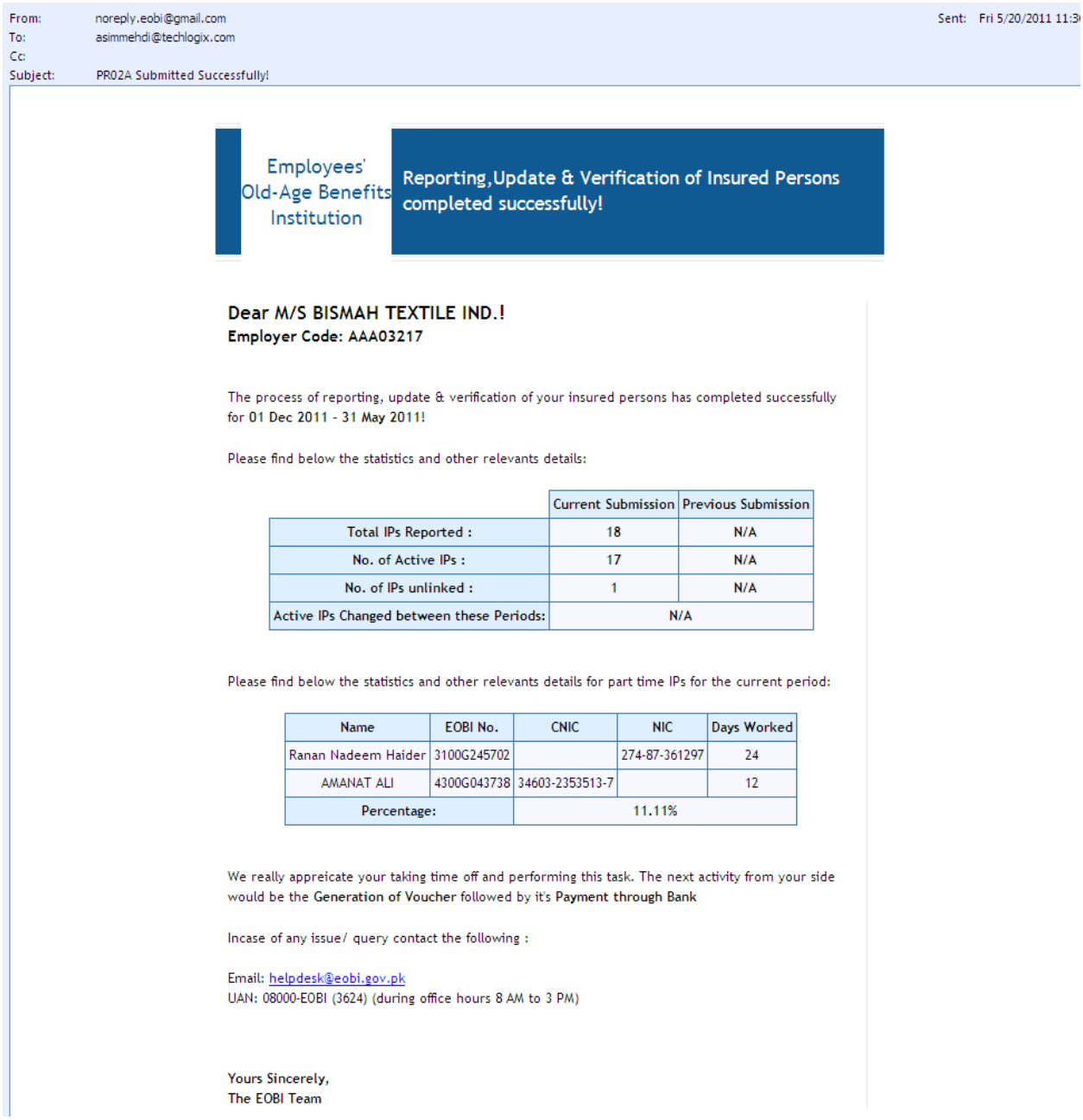

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 Apr 2011 To 30 Apr 2011
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 New Employees with EOBI No.
STEP 4 New Employees without EOBI No.
STEP 5 Submit
SKIP Exit Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Success!
Reporting, Updation and Verification was successful
You will receive an email when your records have been successfully processed!
Next Activity: Generation of Voucher
Ok, Goto Home
© EOBI 2011. All rights reserved

The employer, beat officer and regional head will receive an email upon successful processing of all the submitted records. If there is a 20% or more dip in employees or the employee is reporting more than 20% employees as part time, the figures would be highlighted in **RED.**



From: noreply.eobi@gmail.com
To: asimmehdi@techlogix.com
Cc:
Subject: PR02A Submitted Successfully!
Sent: Fri 5/20/2011 11:3

Employees' Old-Age Benefits Institution

Reporting,Update & Verification of Insured Persons completed successfully!

Dear M/S BISMAH TEXTILE IND.!
Employer Code: AAA03217

The process of reporting, update & verification of your insured persons has completed successfully for 01 Dec 2011 - 31 May 2011!

Please find below the statistics and other relevants details:

	Current Submission	Previous Submission
Total IPs Reported :	18	N/A
No. of Active IPs :	17	N/A
No. of IPs unlinked :	1	N/A
Active IPs Changed between these Periods:	N/A	

Please find below the statistics and other relevants details for part time IPs for the current period:

Name	EOBI No.	CNIC	NIC	Days Worked
Ranan Nadeem Haider	3100G245702		274-87-361297	24
AMANAT ALI	4300G043738	34603-2353513-7		12
Percentage:		11.11%		

We really appreicate your taking time off and performing this task. The next activity from your side would be the Generation of Voucher followed by it's Payment through Bank

Incase of any issue/ query contact the following :

Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)

Yours Sincerely,
The EOBI Team

Also, notification emails would be sent out to all employees associated with that the particular employer.

techlogix

Dear Muhammad Arif!

Your Employer **BISMAH TEXTILE IND.** has reported you as part of its process of reporting, update & verification of insured persons has completed successfully for **01 May 2011 - 31 May 2011!**

Please find below the statistics and other relevants details:

From Date:	01 May 2011
To Date:	31 May 2011
Date of Joining:	01 Jan 1999
Date of Exit:	N/A
Days Worked:	31

In case of any discrepancy, contact your employer to correct it and report the updated data.

Incase of any issue/ query contact the following :

Email: helpdesk@eobi.gov.pk
UAN: 318313131-EOBI (3624) (during office hours 8 AM to 3 PM)

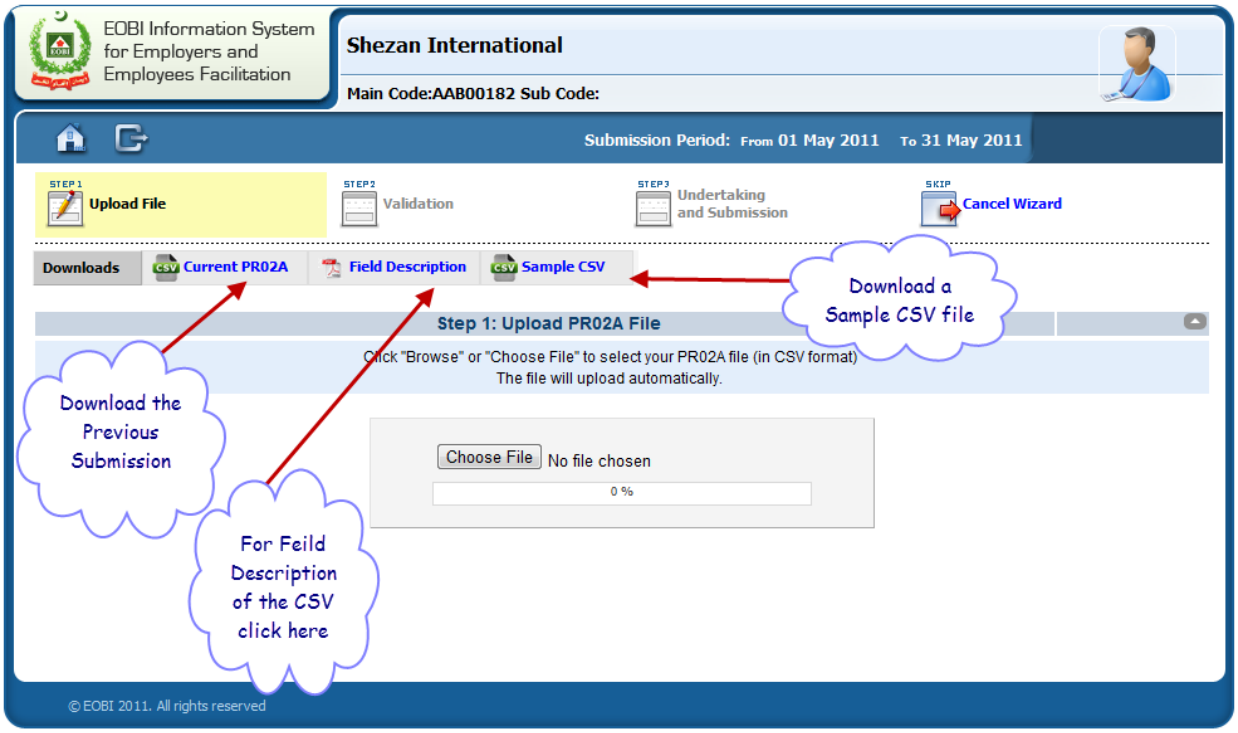
Yours Sincerely,
The EOBI Team

This completes your cycle of successful PR02A Submission. You will receive an email notifying you of your PR02A submisison status.

- **By Uploading CSV File**

Step 1: Upload File:

You can download the CSV file from the Current PR02A Link, this will give you the current records in an excel file. You can view the field description from the Field Description link and can view a sample csv file as well.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Upload File
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Cancel Wizard
Downloads
Current PR02A
Field Description
Sample CSV
Download a Sample CSV file
Step 1: Upload PR02A File
Click "Browse" or "Choose File" to select your PR02A file (in CSV format)
The file will upload automatically.
Download the Previous Submission
Choose File
No file chosen
0 %
For Feild Description of the CSV click here
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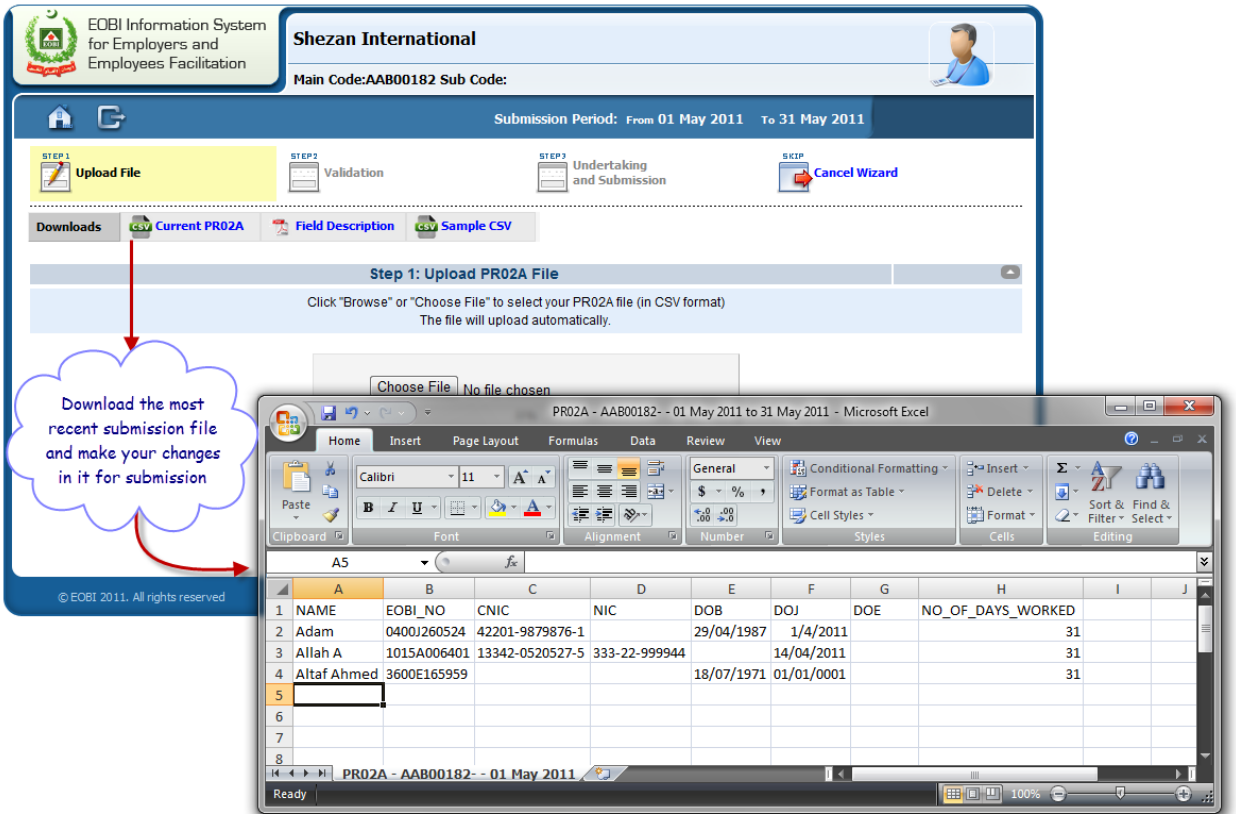
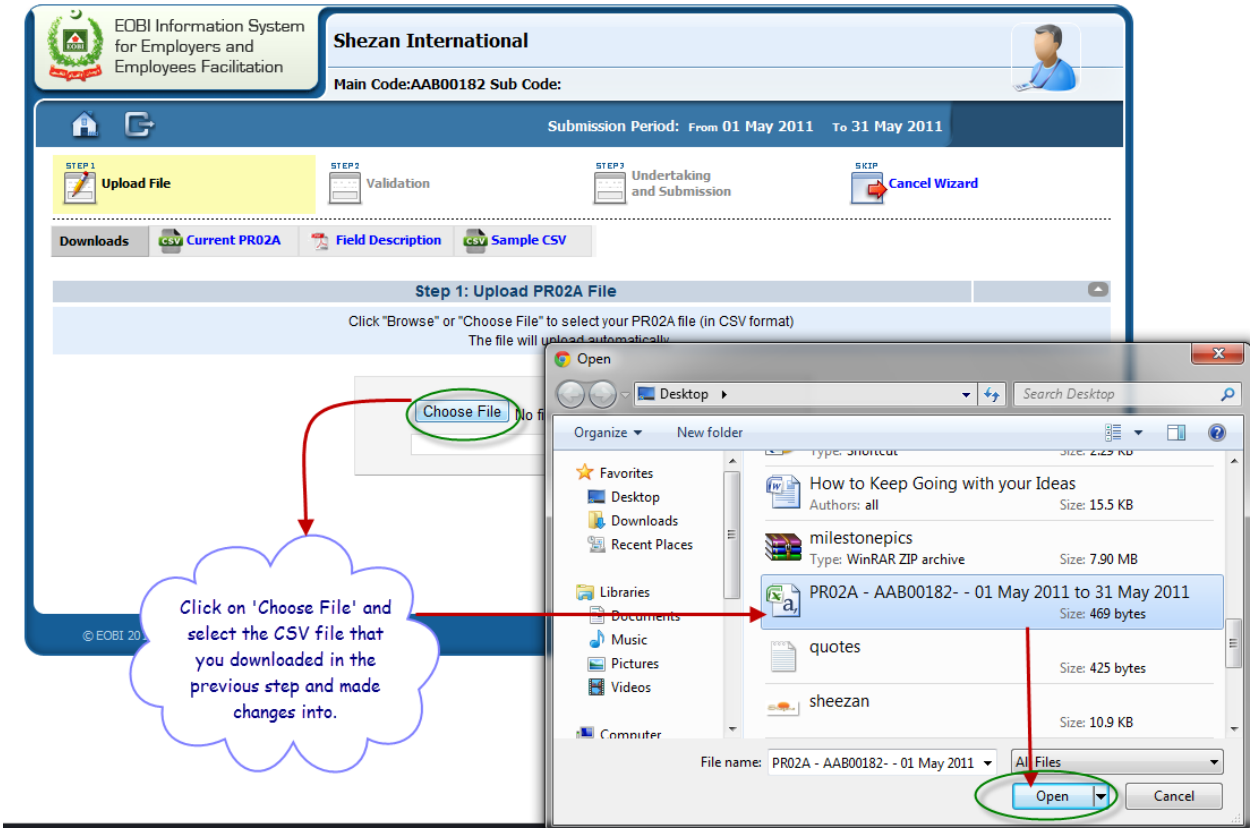
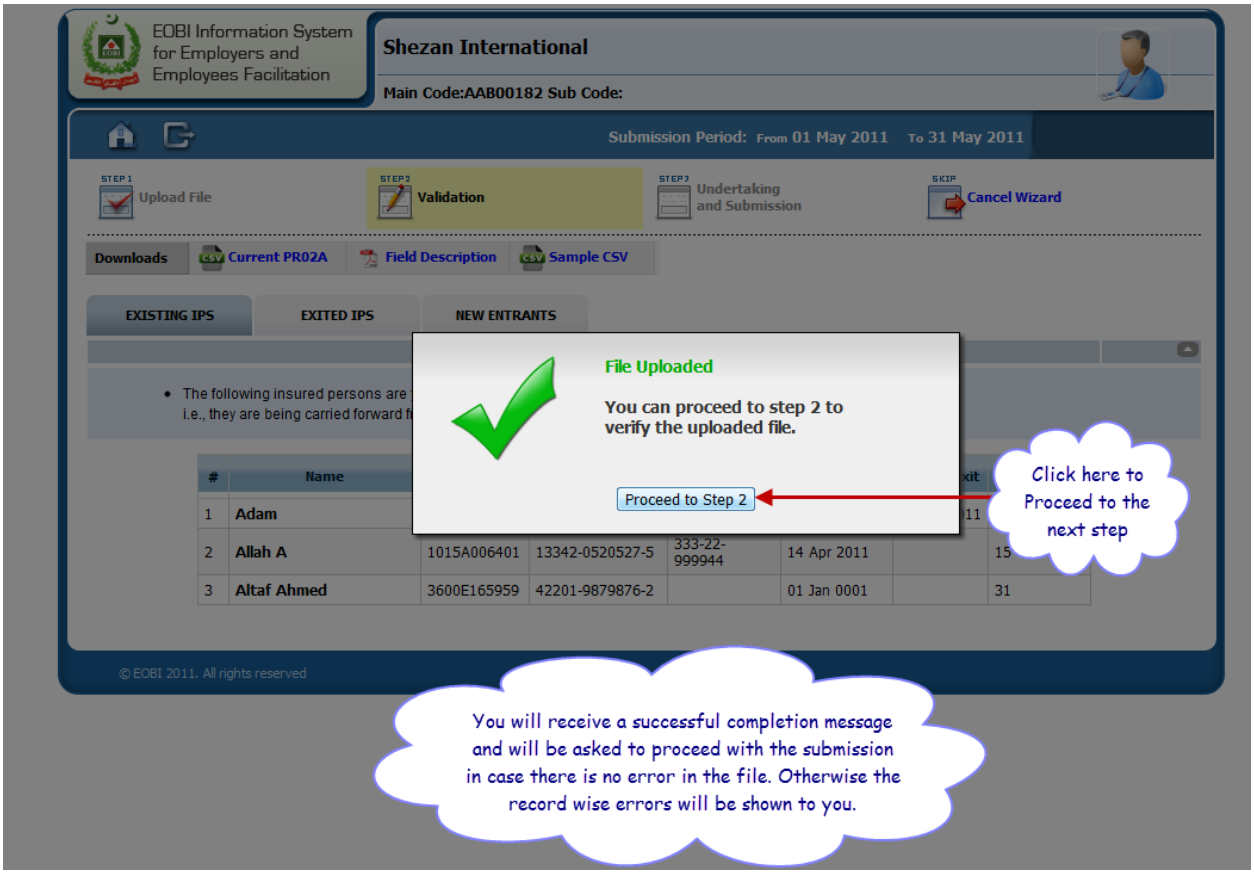
To submit manually download the CSV file, this will give you the data from your previous PR02A submission. Make your changes, edit your IPs provide their days worked and date of exit or enter new records for new IPs.



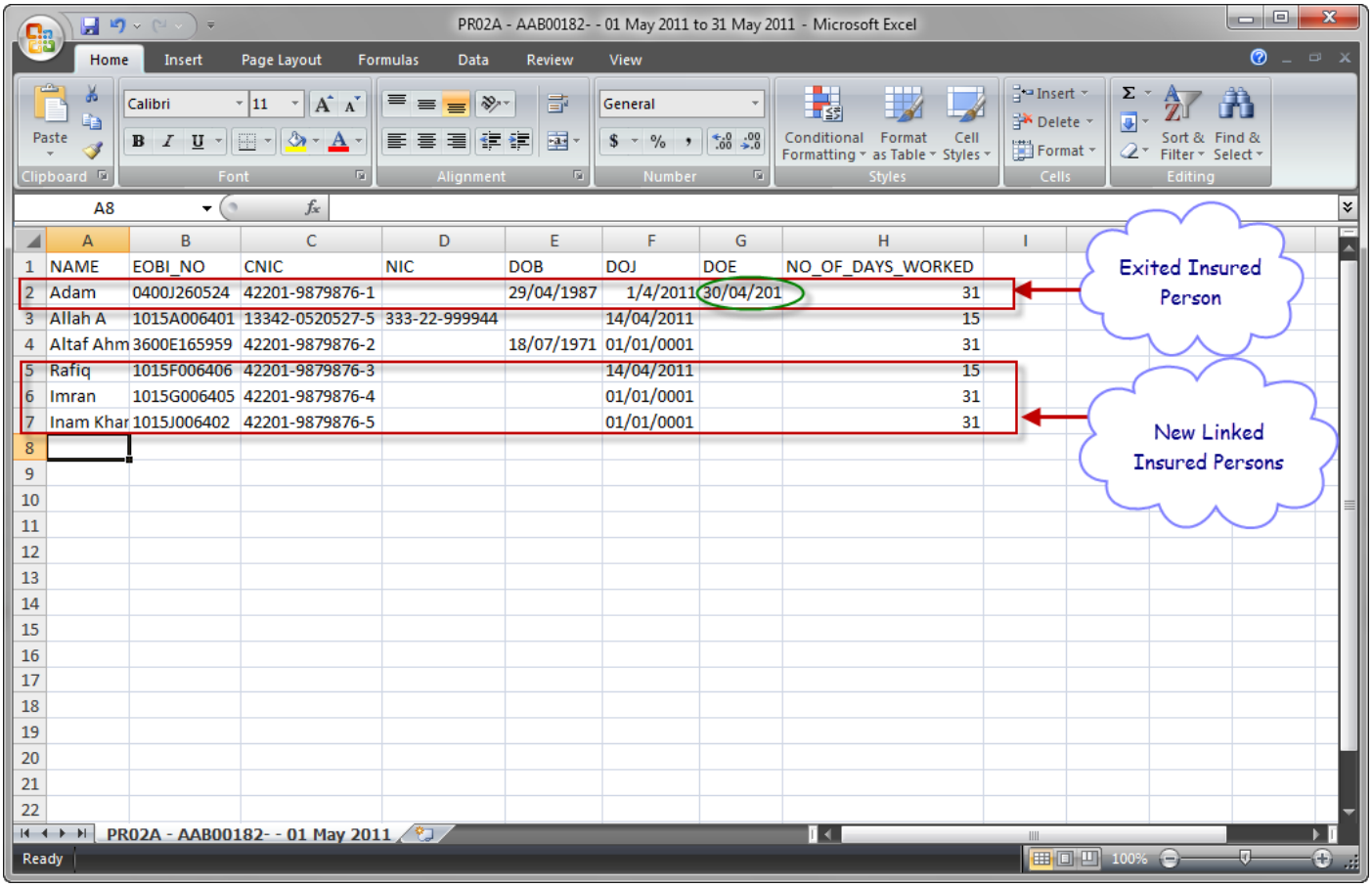
To upload the csv file click on choose file, browse to your file and select Open to upload.



You will receive a successful upload message if the file uploads successfully.
Click on the Proceed to Step 2 button.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Upload File
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Cancel Wizard
Downloads
Current PR02A
Field Description
Sample CSV
EXISTING IPS
EXITED IPS
NEW ENTRANTS
File Uploaded
You can proceed to step 2 to verify the uploaded file.
Proceed to Step 2
Click here to Proceed to the next step
Name
1 Adam
2 Allah A 1015A006401 13342-0520527-5 333-22-999944 14 Apr 2011 15
3 Altaf Ahmed 3600E165959 42201-9879876-2 01 Jan 0001 31
© EOBI 2011. All rights reserved
You will receive a successful completion message and will be asked to proceed with the submission in case there is no error in the file. Otherwise the record wise errors will be shown to you.

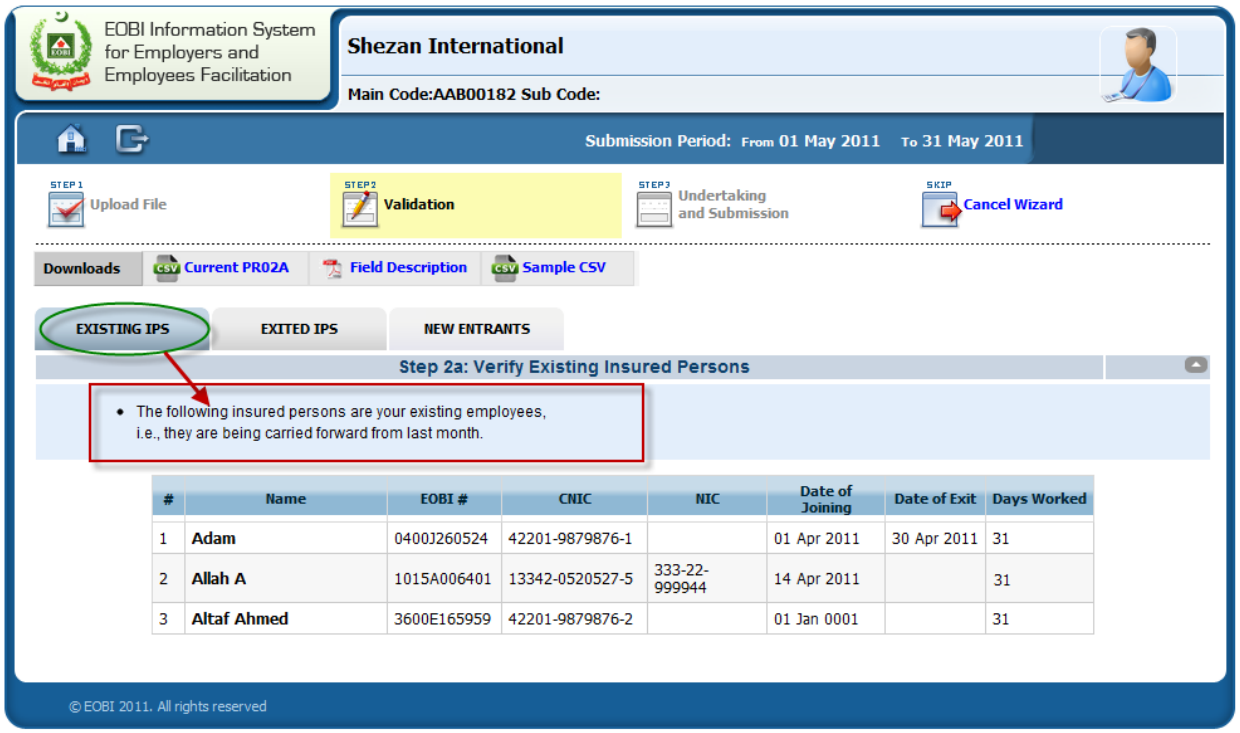
In step 1, we Unliked an IP(2) by giving its date of exit and Linked 4 new IPs(5-8) by adding a new record in the csv file.


PR02A - AAB00182- - 01 May 2011 to 31 May 2011 - Microsoft Excel
Exited Insured Person
New Linked Insured Persons
PR02A - AAB00182- - 01 May 2011
Ready

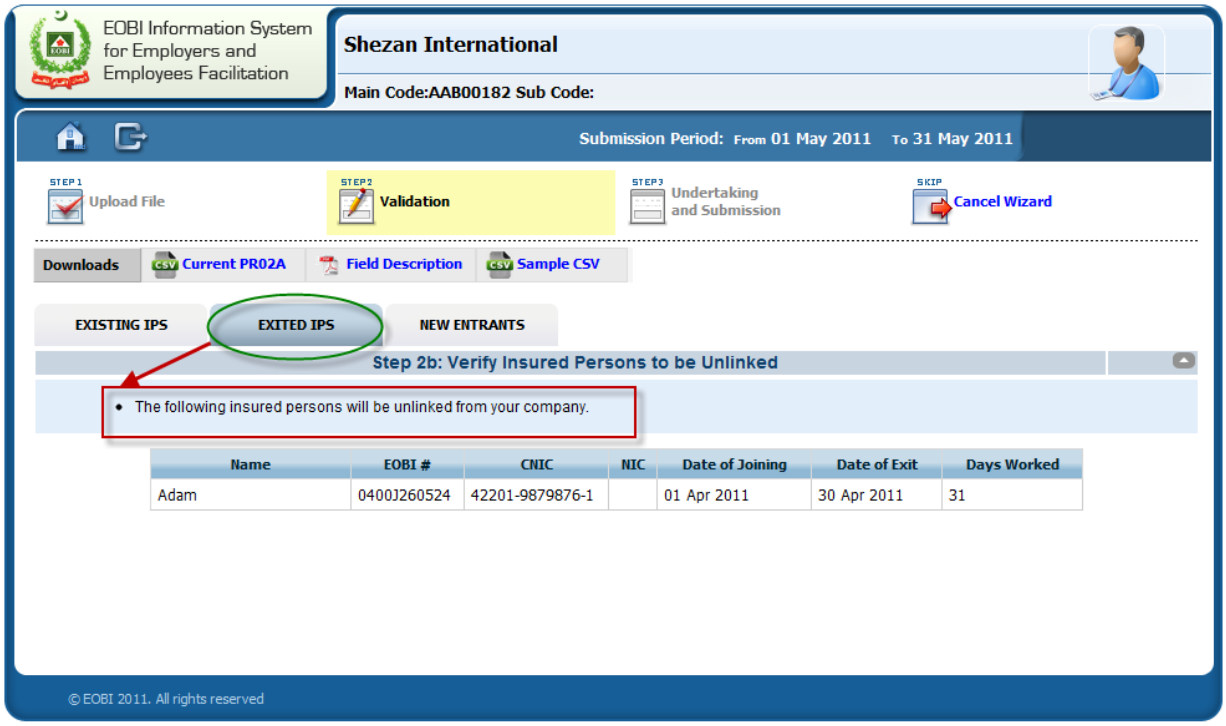
	A	B	C	D	E	F	G	H
1	NAME	EOBI_NO	CNIC	NIC	DOB	DOJ	DOE	NO_OF_DAYS_WORKED
2	Adam	0400J260524	42201-9879876-1		29/04/1987	1/4/2011	30/04/201	31
3	Allah A	1015A006401	13342-0520527-5	333-22-999944		14/04/2011		15
4	Altaf Ahm	3600E165959	42201-9879876-2		18/07/1971	01/01/0001		31
5	Rafiq	1015F006406	42201-9879876-3			14/04/2011		15
6	Imran	1015G006405	42201-9879876-4			01/01/0001		31
7	Inam Khar	1015J006402	42201-9879876-5			01/01/0001		31

Step 2: Validation:

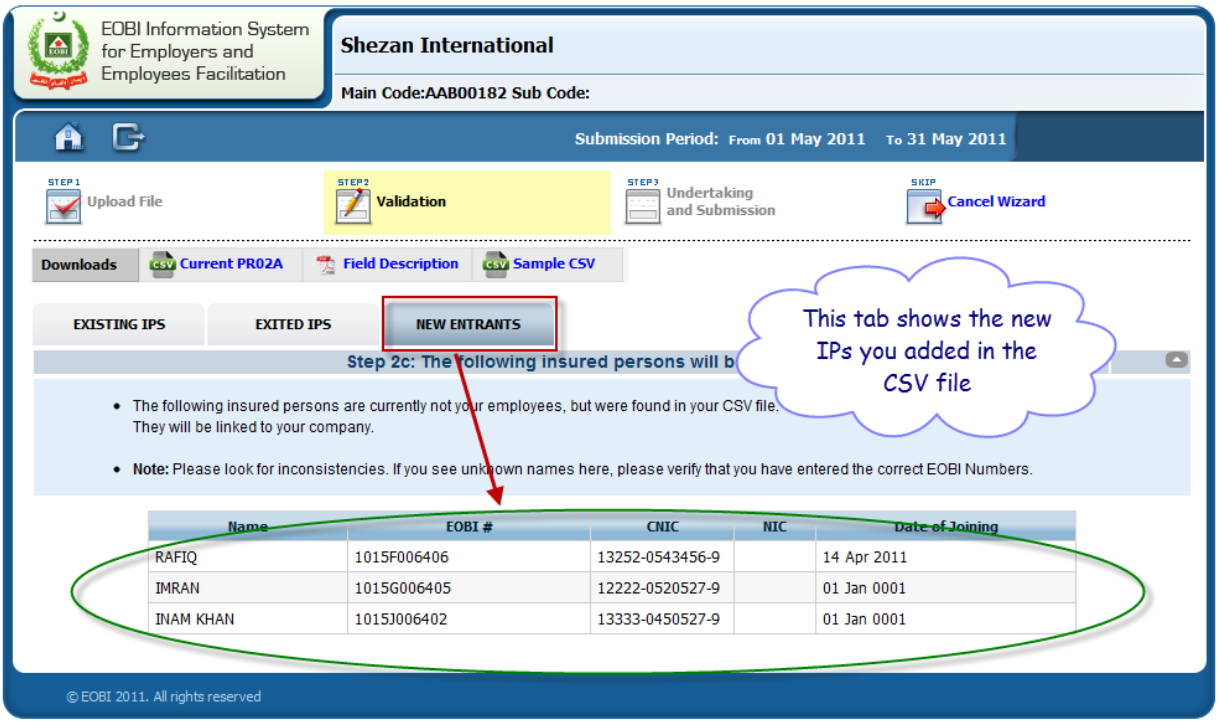
Step 2 lets you verify and validate the csv file you submitted.
The **Existing IP** tab shows the unchnaged IPs that were provided when you downloaded the csv file.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Upload File
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Cancel Wizard
Downloads
Current PR02A
Field Description
Sample CSV
EXISTING IPS
EXITED IPS
NEW ENTRANTS
Step 2a: Verify Existing Insured Persons
The following insured persons are your existing employees, i.e., they are being carried forward from last month.
Name EOBI # CNIC NIC Date of Joining Date of Exit Days Worked
1 Adam 0400J260524 42201-9879876-1 01 Apr 2011 30 Apr 2011 31
2 Allah A 1015A006401 13342-0520527-5 333-22-999944 14 Apr 2011 31
3 Altaf Ahmed 3600E165959 42201-9879876-2 01 Jan 0001 31
© EOBI 2011. All rights reserved

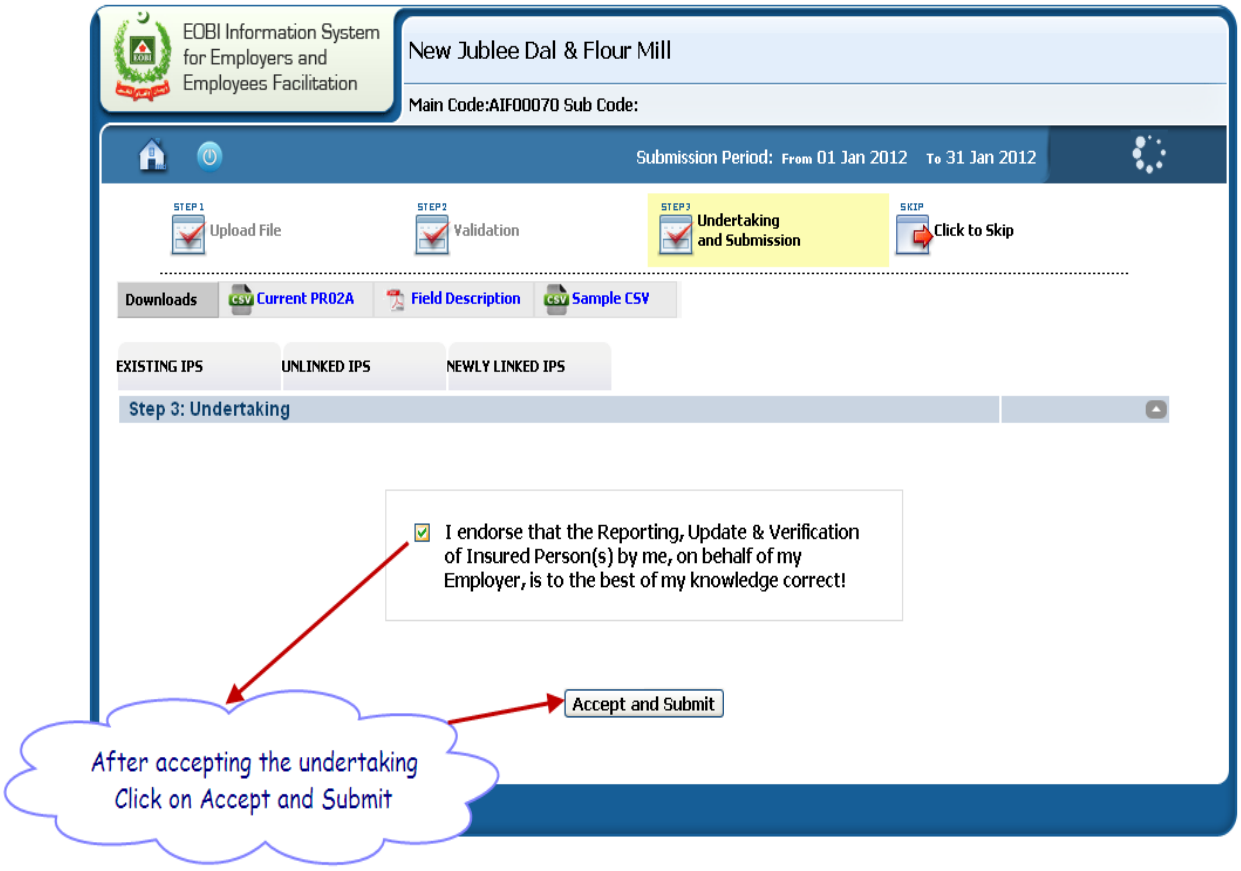
The **Unlinked IPs** tab shows the IP you exited from your organization by providing their Date od Exit.

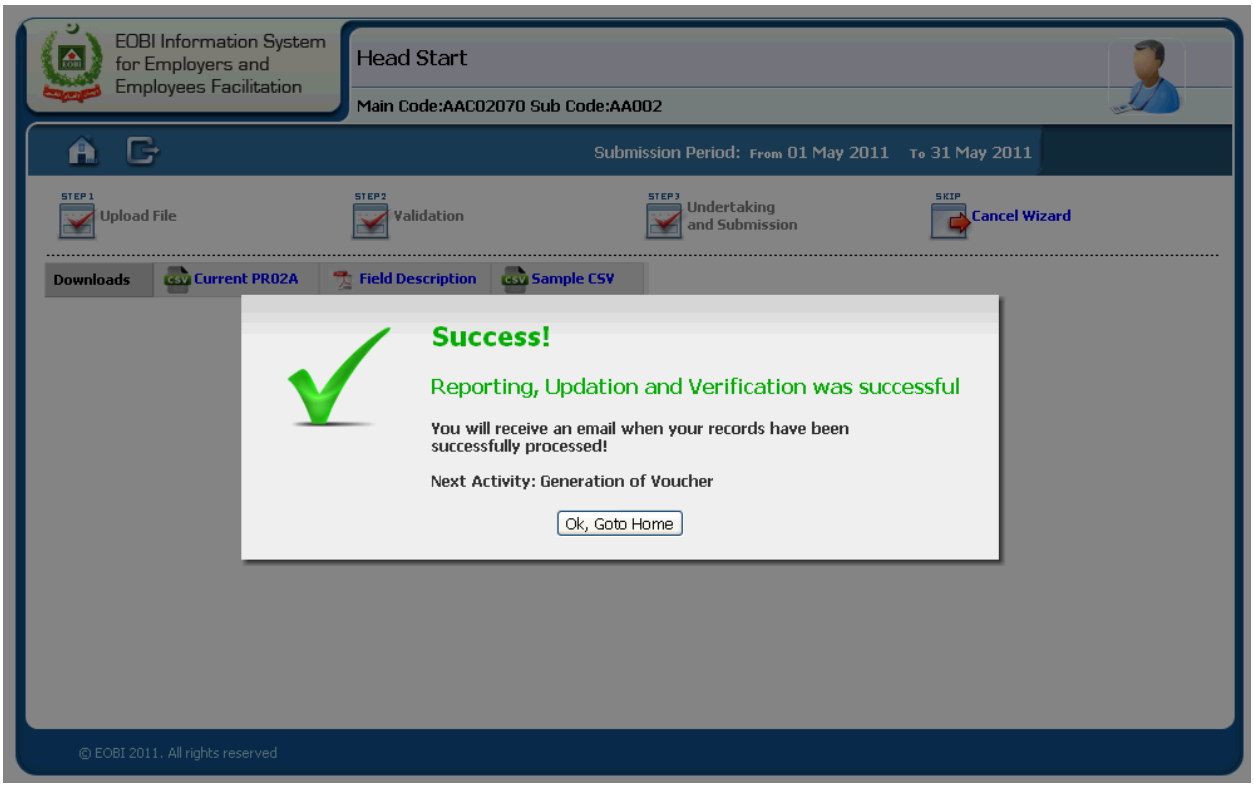


The **Newly Linked IPs** tab shows the new records of newly joined IPs you entered in the csv file.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Upload File
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Cancel Wizard
Downloads
Current PR02A
Field Description
Sample CSV
EXISTING IPS
EXITED IPS
NEW ENTRANTS
This tab shows the new IPs you added in the CSV file
Step 2c: The following insured persons will b
The following insured persons are currently not your employees, but were found in your CSV file. They will be linked to your company.
Note: Please look for inconsistencies. If you see unknown names here, please verify that you have entered the correct EOBI Numbers.
Name
EOBI #
CNIC
NIC
Date of Joining
RAFIQ
1015F006406
13252-0543456-9
14 Apr 2011
IMRAN
1015G006405
12222-0520527-9
01 Jan 0001
INAM KHAN
1015J006402
13333-0450527-9
01 Jan 0001
© EOBI 2011. All rights reserved

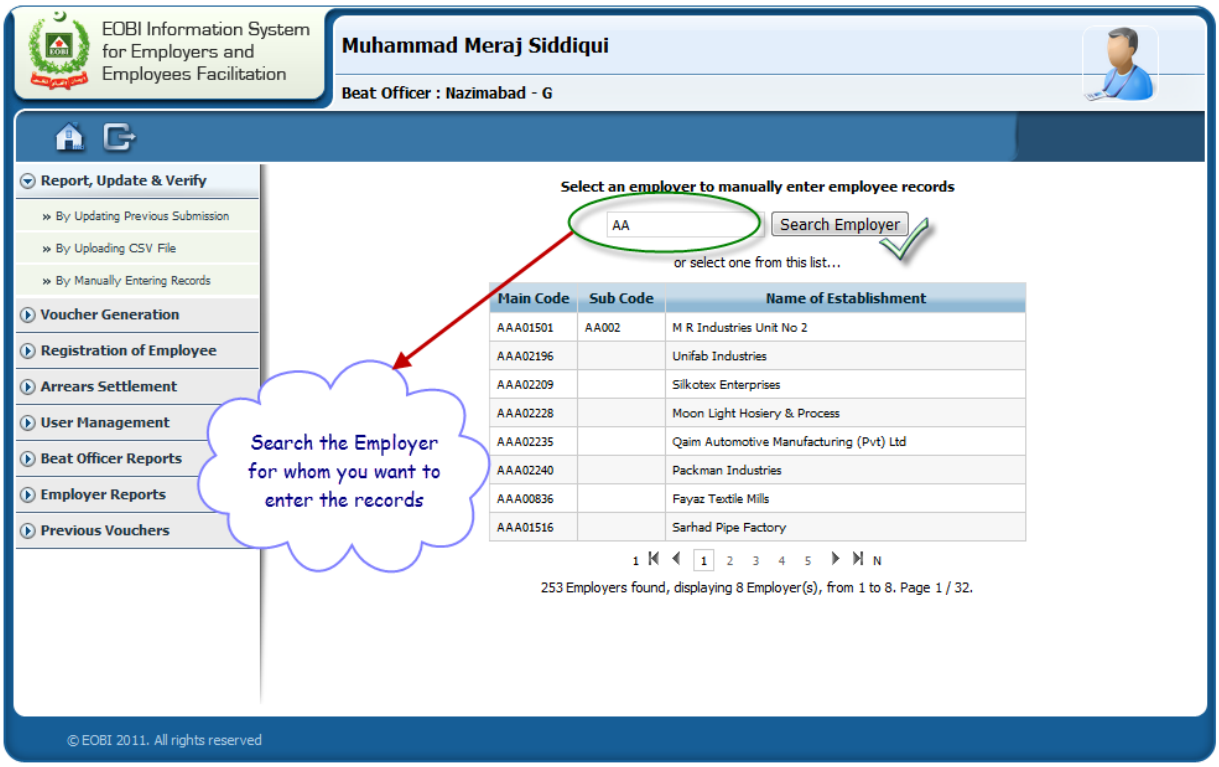
Step 3: Undertaking and Submission:


EOBI Information System for Employers and Employees Facilitation
New Jublee Dal & Flour Mill
Main Code:AIF00070 Sub Code:
Submission Period: From 01 Jan 2012 To 31 Jan 2012
STEP 1
Upload File
STEP 2
Validation
STEP 3
Undertaking and Submission
SKIP
Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
EXISTING IPS
UNLINKED IPS
NEWLY LINKED IPS
Step 3: Undertaking
I endorse that the Reporting, Update & Verification of Insured Person(s) by me, on behalf of my Employer, is to the best of my knowledge correct!
Accept and Submit
After accepting the undertaking Click on Accept and Submit



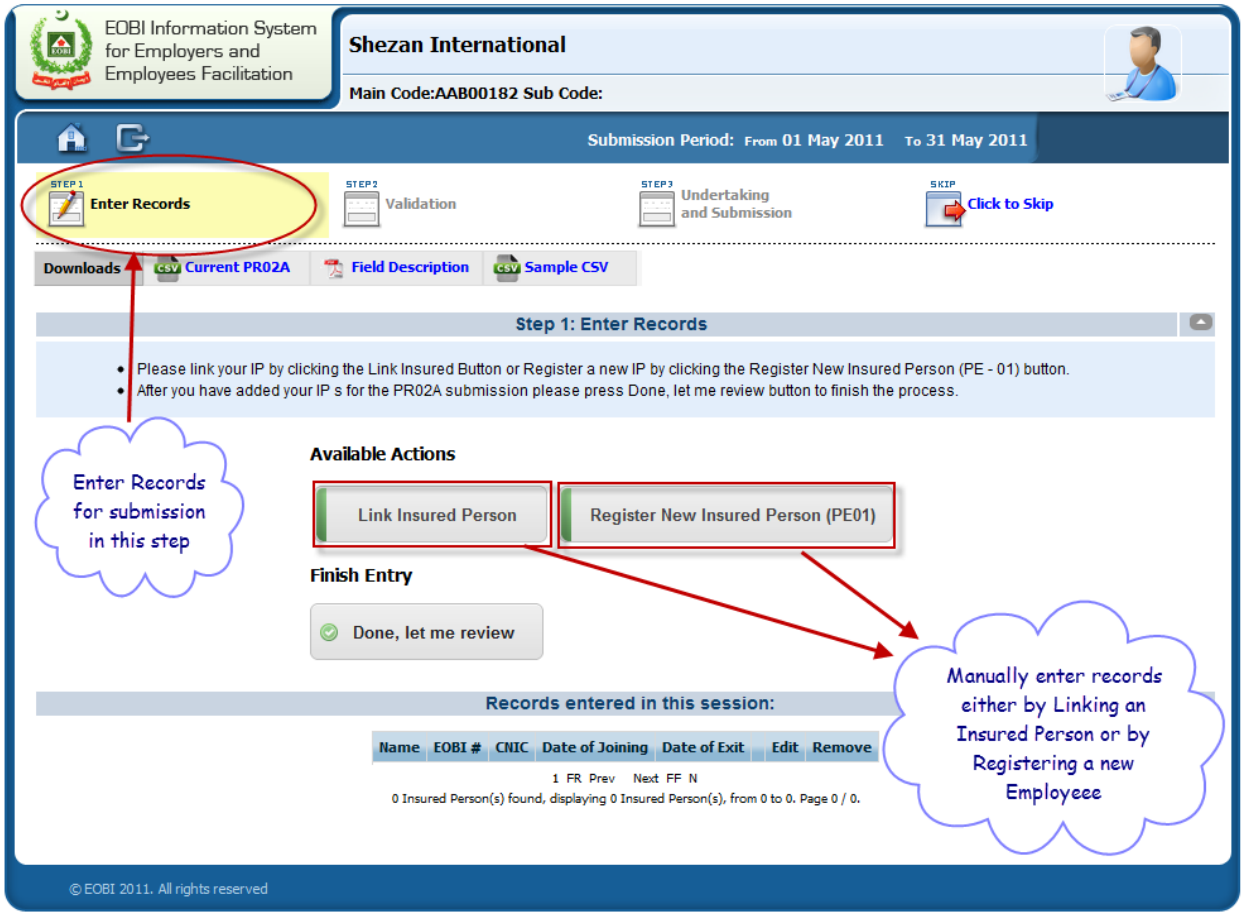
This step completes your PR02A Submission through csv file. You will receive an email notifying you of your PR02A submisison status.

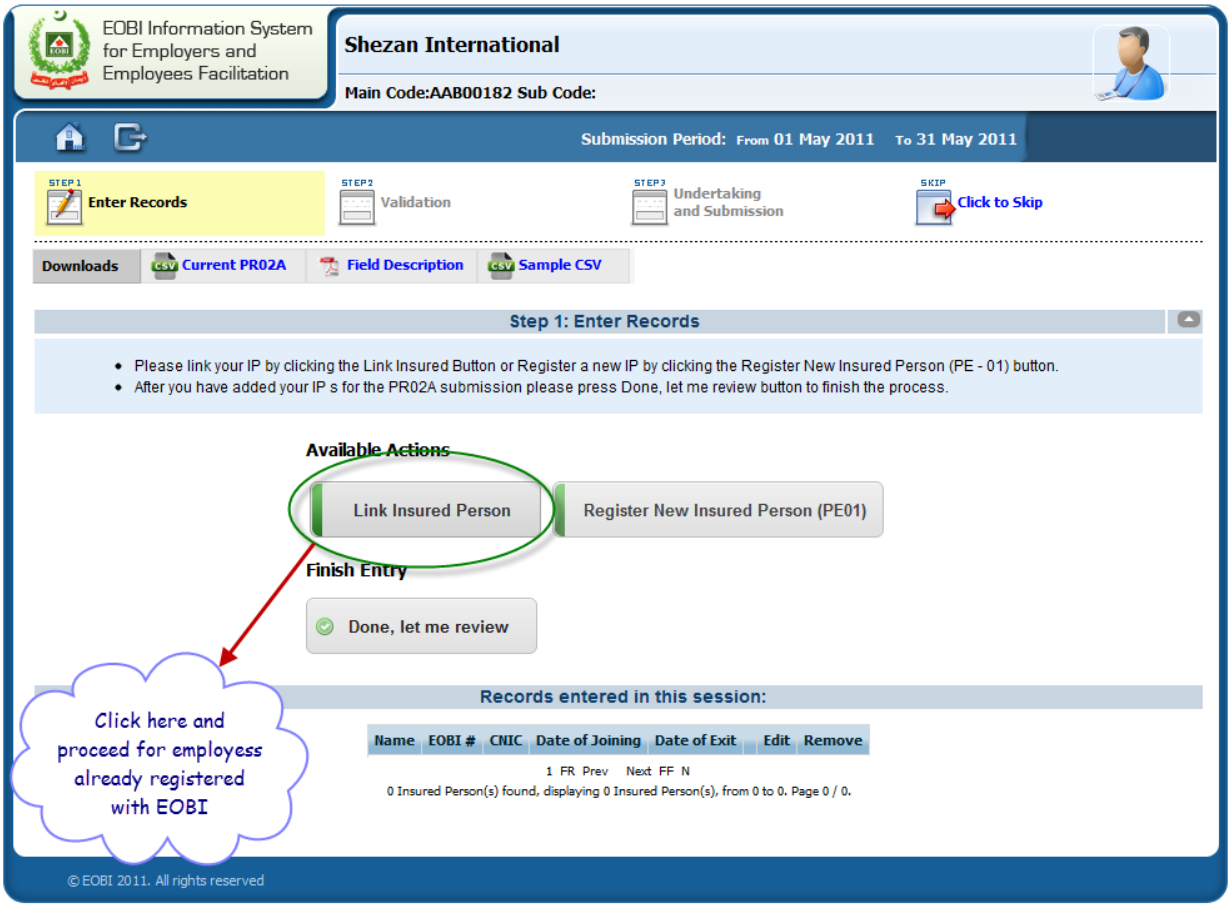
By Manually Entering PR02A

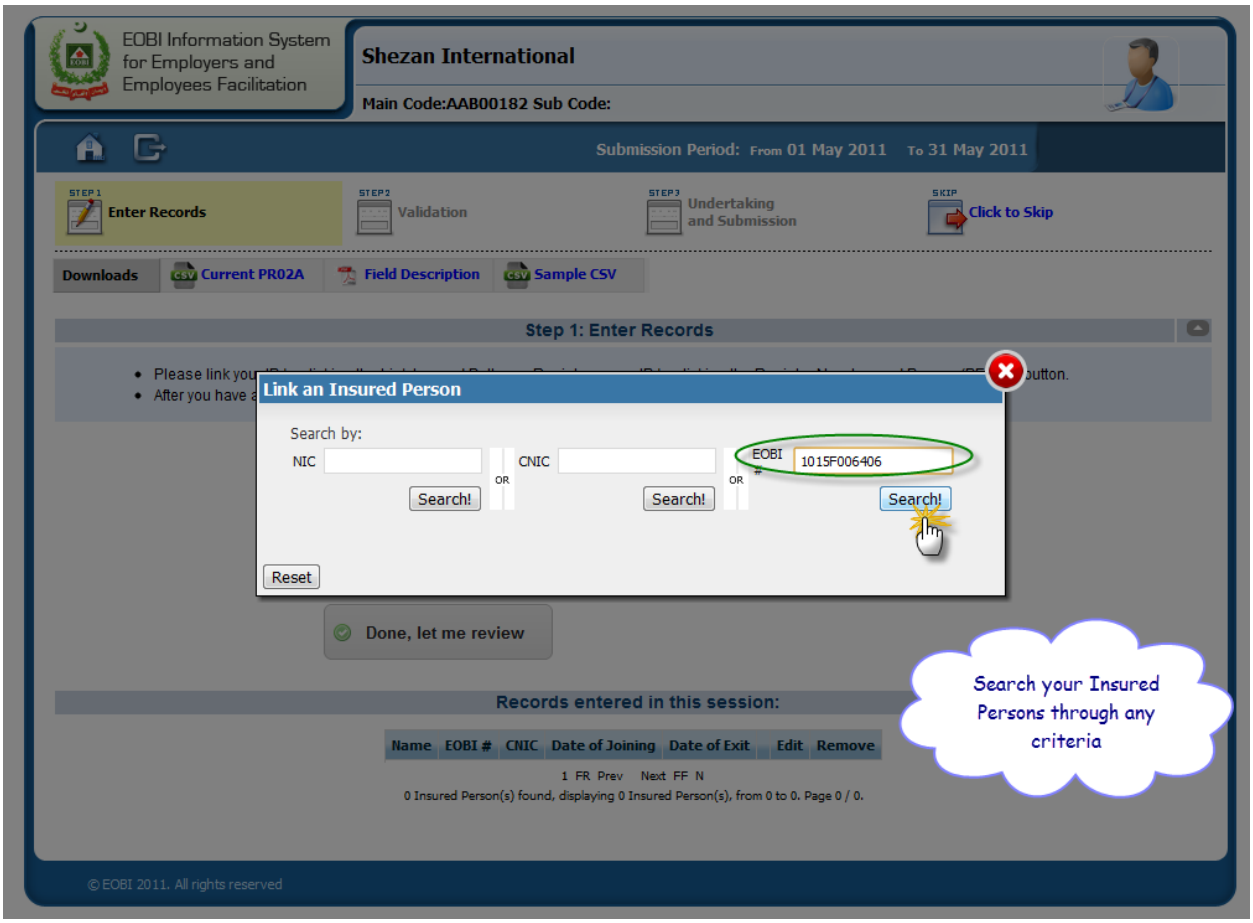

EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Report, Update & Verify
» By Updating Previous Submission
» By Uploading CSV File
» By Manually Entering Records
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
Search the Employer for whom you want to enter the records
Select an employer to manually enter employee records
AA
Search Employer
or select one from this list...
Main Code
Sub Code
Name of Establishment
AAA01501 AA002 M R Industries Unit No 2
AAA02196 Unifab Industries
AAA02209 Silkotex Enterprises
AAA02228 Moon Light Hosiery & Process
AAA02235 Qaim Automotive Manufacturing (Pvt) Ltd
AAA02240 Packman Industries
AAA00836 Fayaz Textile Mills
AAA01516 Sarhad Pipe Factory
1 1 2 3 4 5 N
253 Employers found, displaying 8 Employer(s), from 1 to 8. Page 1 / 32.
© EOBI 2011. All rights reserved

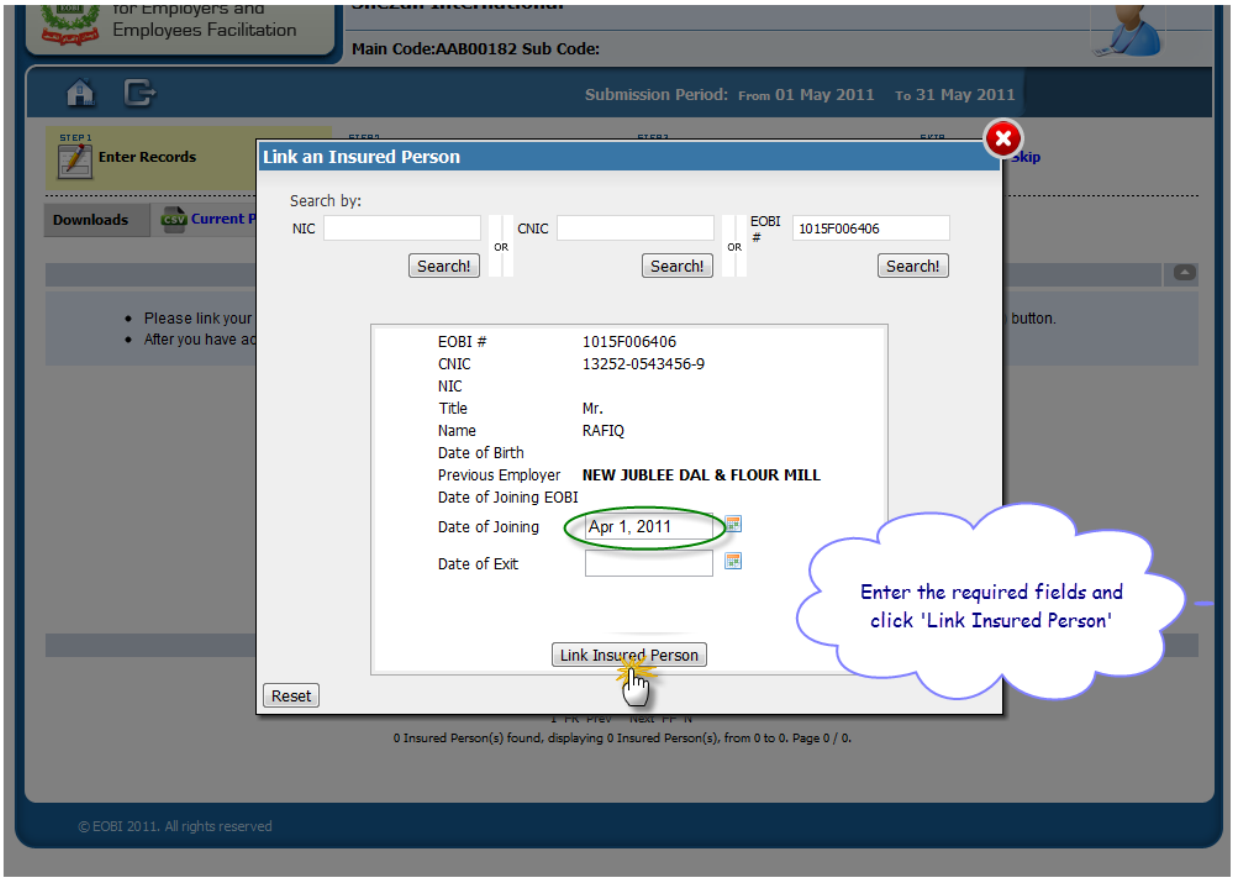
Step 1: Enter Records

You can either link or add an IP on this screen.
After linking or registering new IPs please click the Done, Let ne review button to view the records for submission.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
Enter Records for submission in this step
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Manually enter records either by Linking an Insured Person or by Registering a new Employeee
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
1 FR Prev Next FF N
0 Insured Person(s) found, displaying 0 Insured Person(s), from 0 to 0. Page 0 / 0.
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Click here and proceed for employess already registered with EOBI
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
1 FR Prev Next FF N
0 Insured Person(s) found, displaying 0 Insured Person(s), from 0 to 0. Page 0 / 0.
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Link an Insured Person
Search by:
NIC
CNIC
EOBI #
1015F006406
Search!
Search!
Search!
OR
OR
Reset
Done, let me review
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
1 FR Prev Next FF N
0 Insured Person(s) found, displaying 0 Insured Person(s), from 0 to 0. Page 0 / 0.
Search your Insured Persons through any criteria
© EOBI 2011. All rights reserved


Employees' Old-Age Benefits Institution
techlogix
Employees Facilitation
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
Enter Records
Downloads
Link an Insured Person
Search by:
NIC
CNIC
EOBI #
1015F006406
Search!
OR
EOBI # 1015F006406
CNIC 13252-0543456-9
NIC
Title Mr.
Name RAFIQ
Date of Birth
Previous Employer NEW JUBLEE DAL & FLOUR MILL
Date of Joining EOBI
Date of Joining Apr 1, 2011
Date of Exit
Link Insured Person
Reset
Enter the required fields and click 'Link Insured Person'
0 Insured Person(s) found, displaying 0 Insured Person(s), from 0 to 0. Page 0 / 0.
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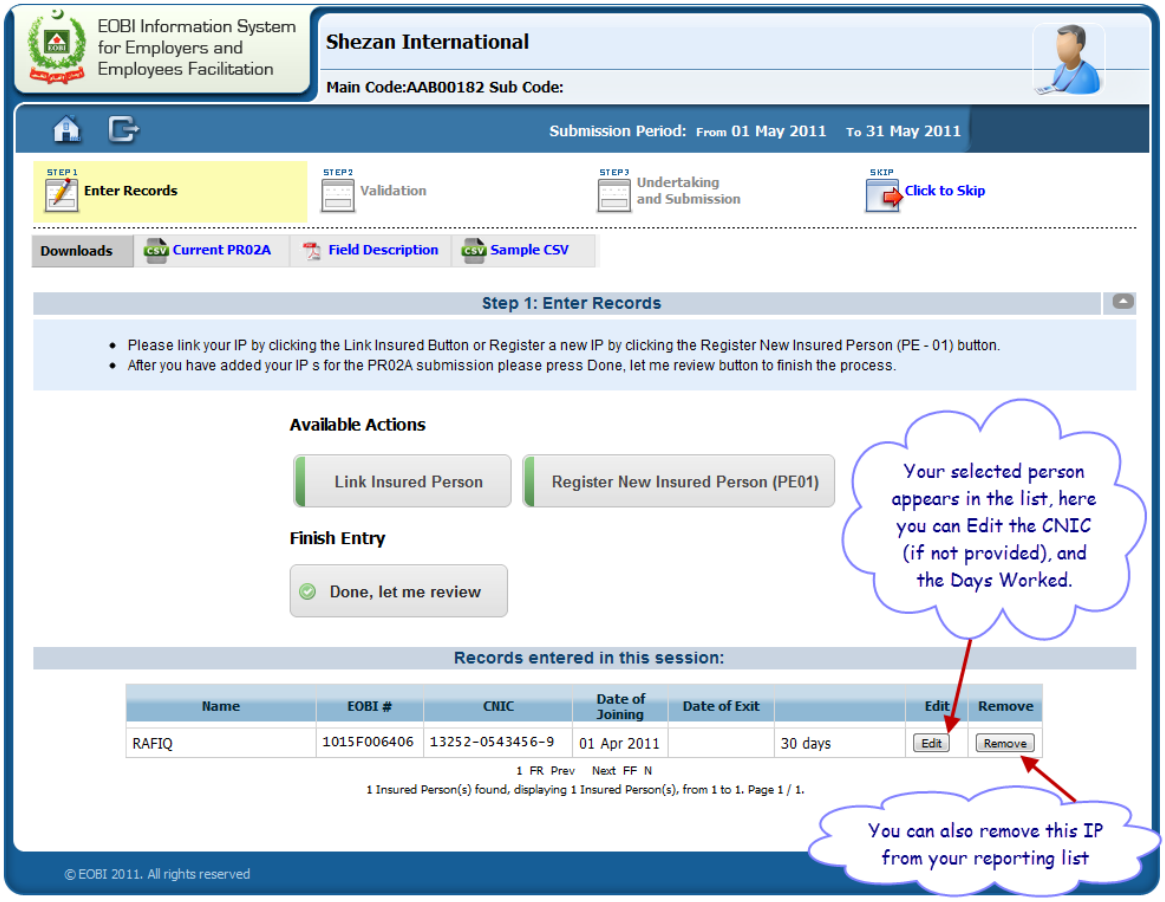
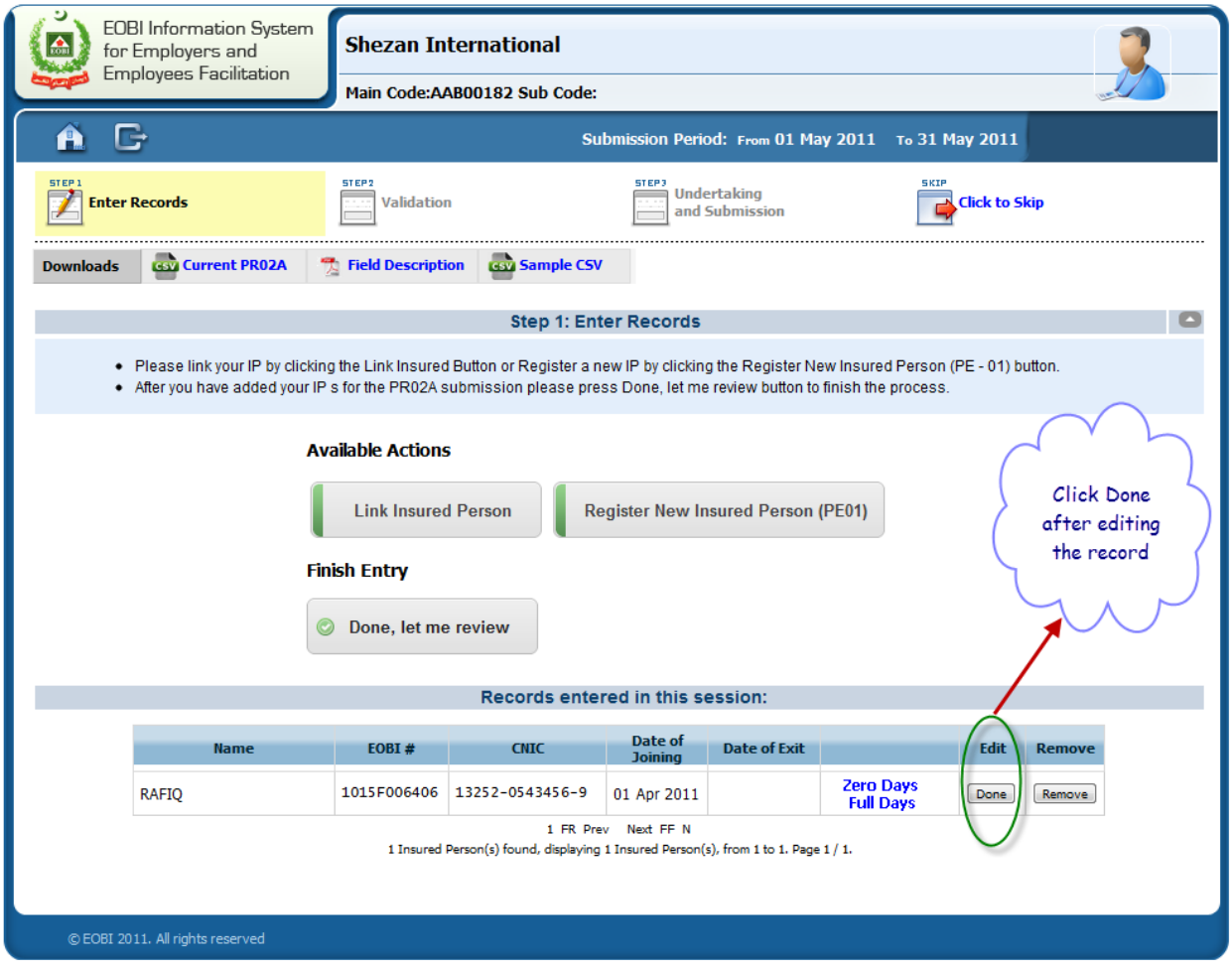

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Your selected person appears in the list, here you can Edit the CNIC (if not provided), and the Days Worked.
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
RAFIQ
1015F006406
13252-0543456-9
01 Apr 2011
30 days
Edit
Remove
1 FR Prev Next FF N
1 Insured Person(s) found, displaying 1 Insured Person(s), from 1 to 1. Page 1 / 1.
You can also remove this IP from your reporting list
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Click Done after editing the record
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
RAFIQ
1015F006406
13252-0543456-9
01 Apr 2011
Zero Days
Full Days
Done
Remove
1 FR Prev Next FF N
1 Insured Person(s) found, displaying 1 Insured Person(s), from 1 to 1. Page 1 / 1.
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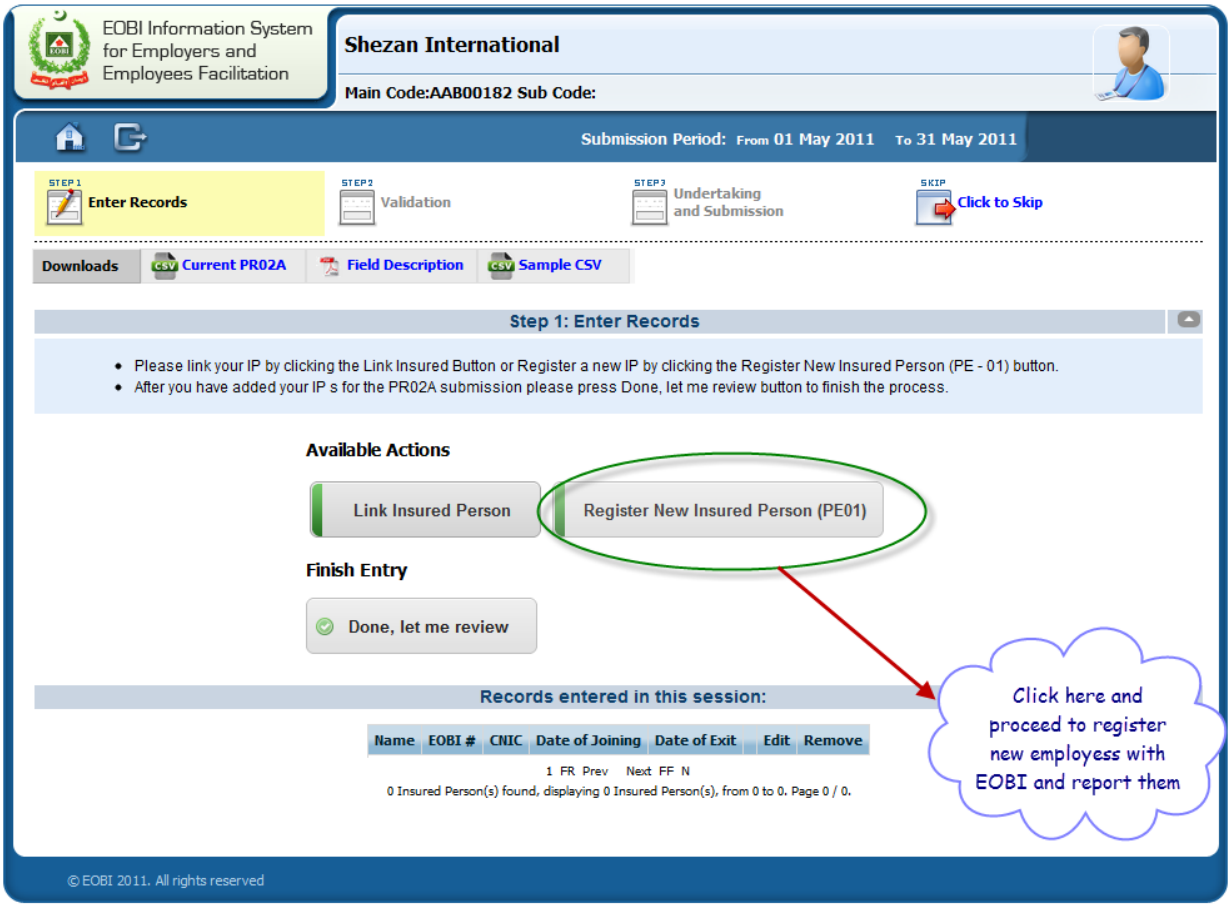
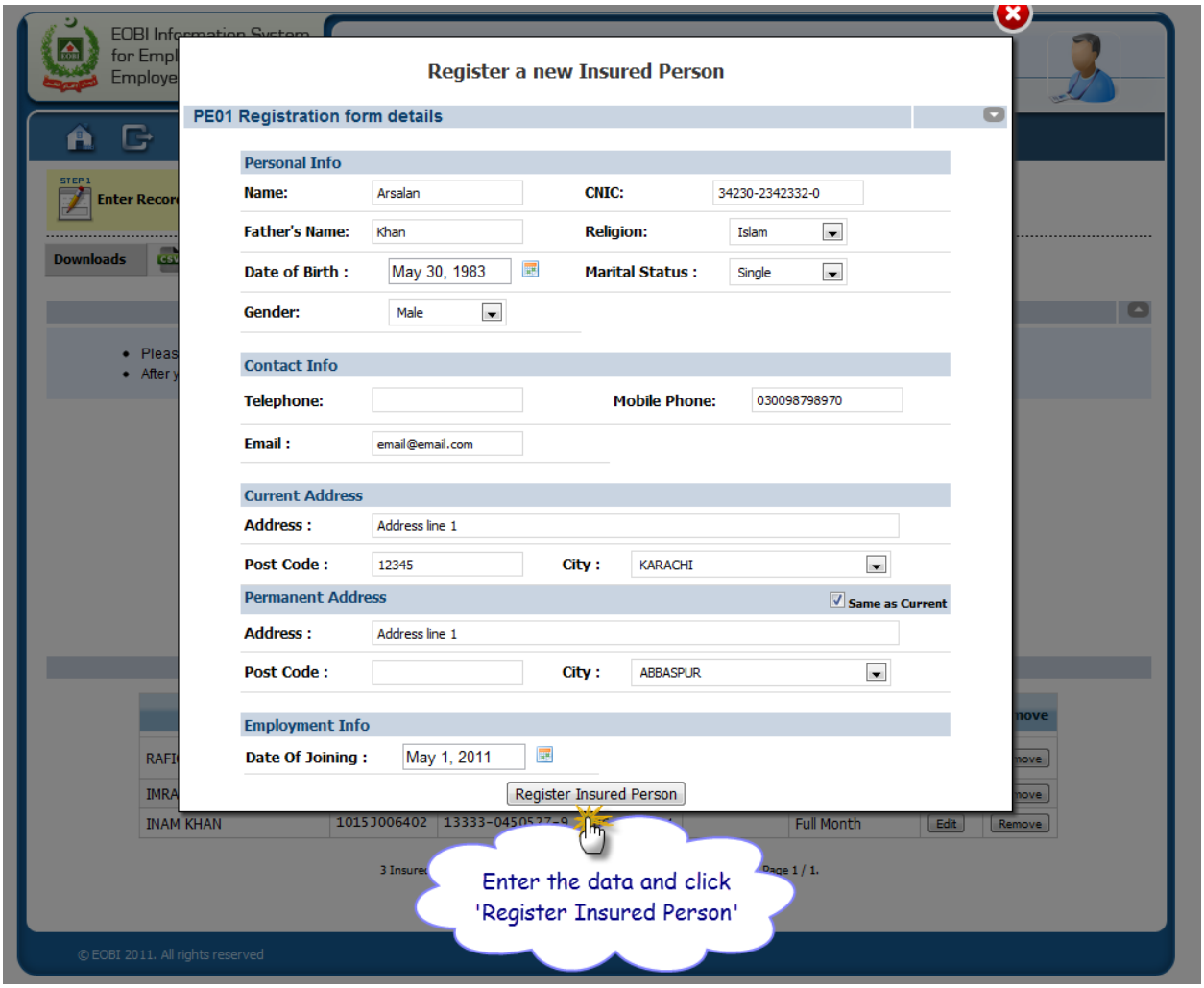
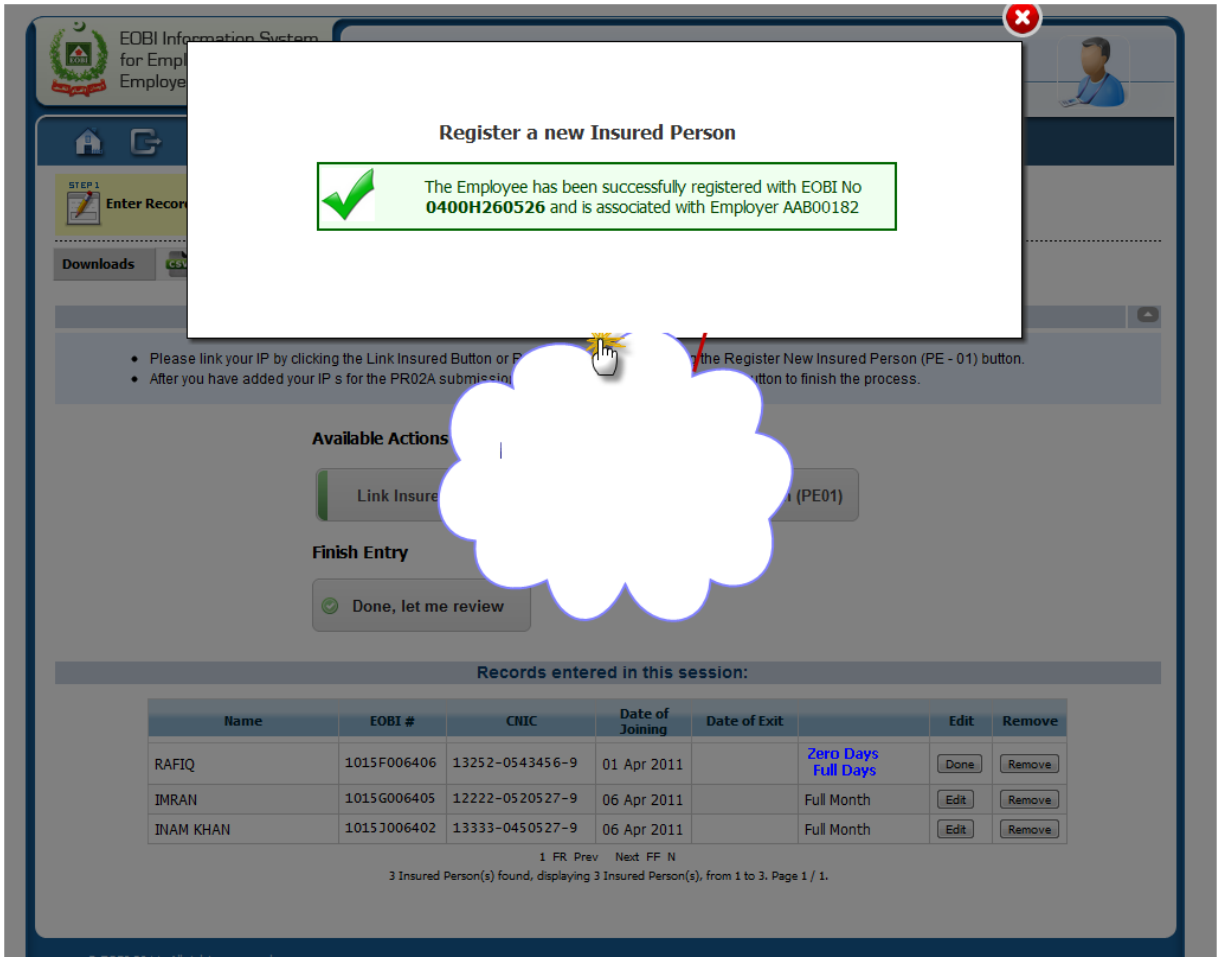
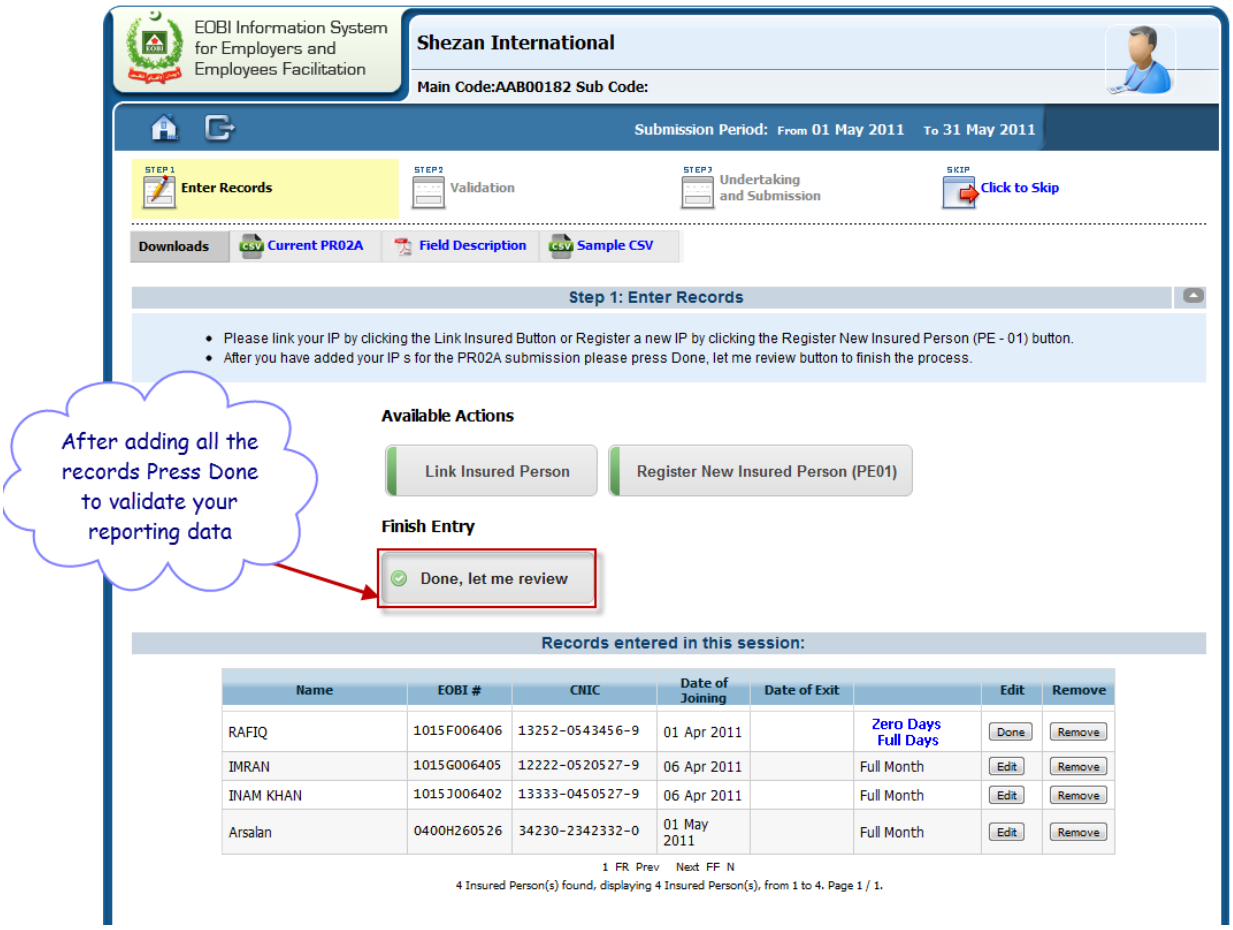

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
1 FR Prev Next FF N
0 Insured Person(s) found, displaying 0 Insured Person(s), from 0 to 0. Page 0 / 0.
Click here and proceed to register new employess with EOBI and report them
© EOBI 2011. All rights reserved

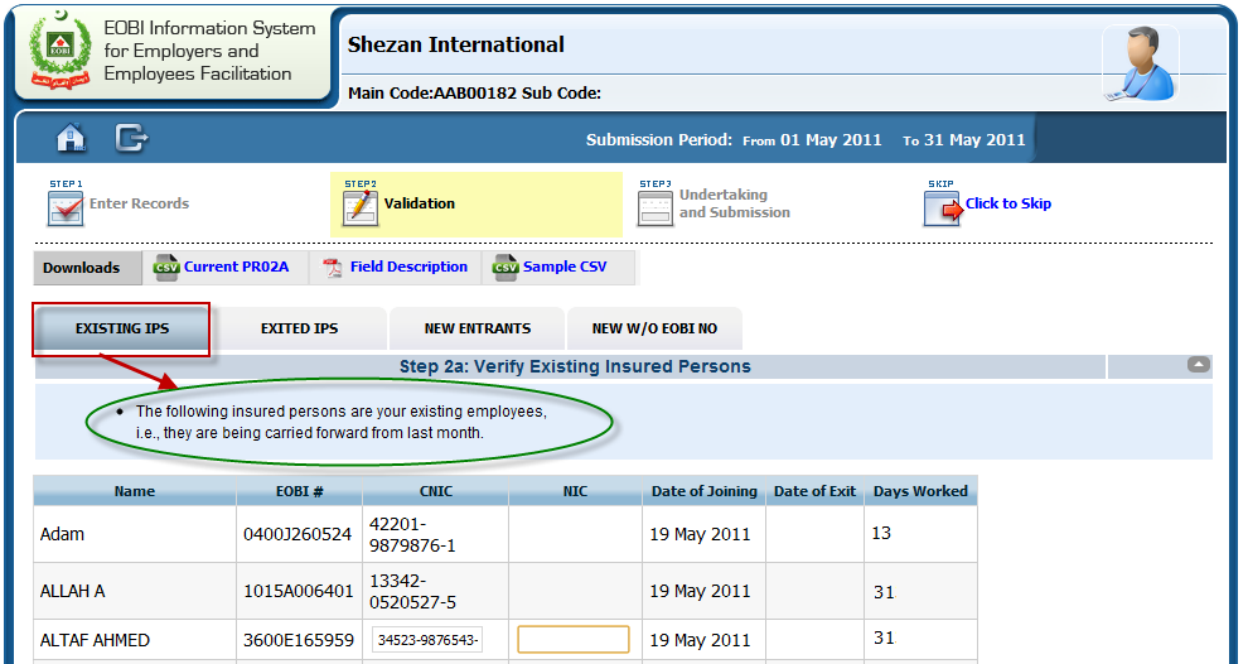

Register a new Insured Person
PE01 Registration form details
Personal Info
Name: Arsalan
CNIC: 34230-2342332-0
Father's Name: Khan
Religion: Islam
Date of Birth : May 30, 1983
Marital Status : Single
Gender: Male
Contact Info
Telephone:
Mobile Phone: 030098798970
Email : email@email.com
Current Address
Address : Address line 1
Post Code : 12345
City : KARACHI
Permanent Address
Same as Current
Address : Address line 1
Post Code :
City : ABBASPUR
Employment Info
Date Of Joining : May 1, 2011
Register Insured Person
Enter the data and click 'Register Insured Person'
Downloads
INAM KHAN
Full Month
Edit
Remove
© EOBI 2011. All rights reserved

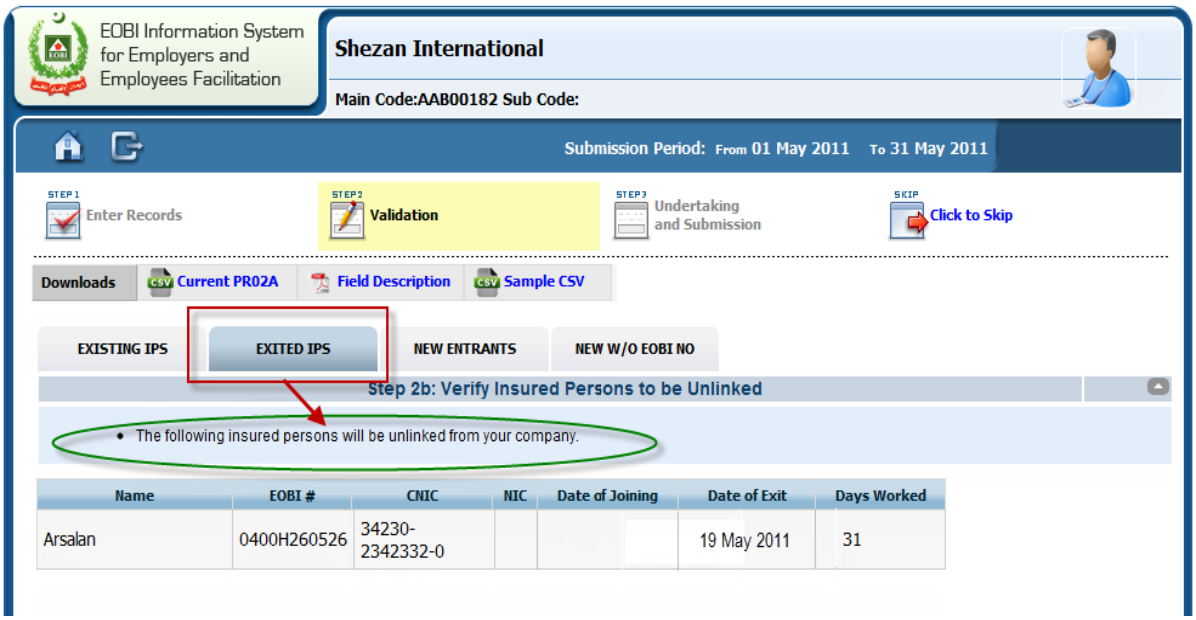

Register a new Insured Person
The Employee has been successfully registered with EOBI No 0400H260526 and is associated with Employer AAB00182
Downloads
Available Actions
Finish Entry
Done, let me review
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
RAFIQ
1015F006406
13252-0543456-9
01 Apr 2011
Zero Days
Full Days
Done
Remove
IMRAN
1015G006405
12222-0520527-9
06 Apr 2011
Full Month
Edit
Remove
INAM KHAN
1015J006402
13333-0450527-9
06 Apr 2011
Full Month
Edit
Remove
3 Insured Person(s) found, displaying 3 Insured Person(s), from 1 to 3. Page 1 / 1.

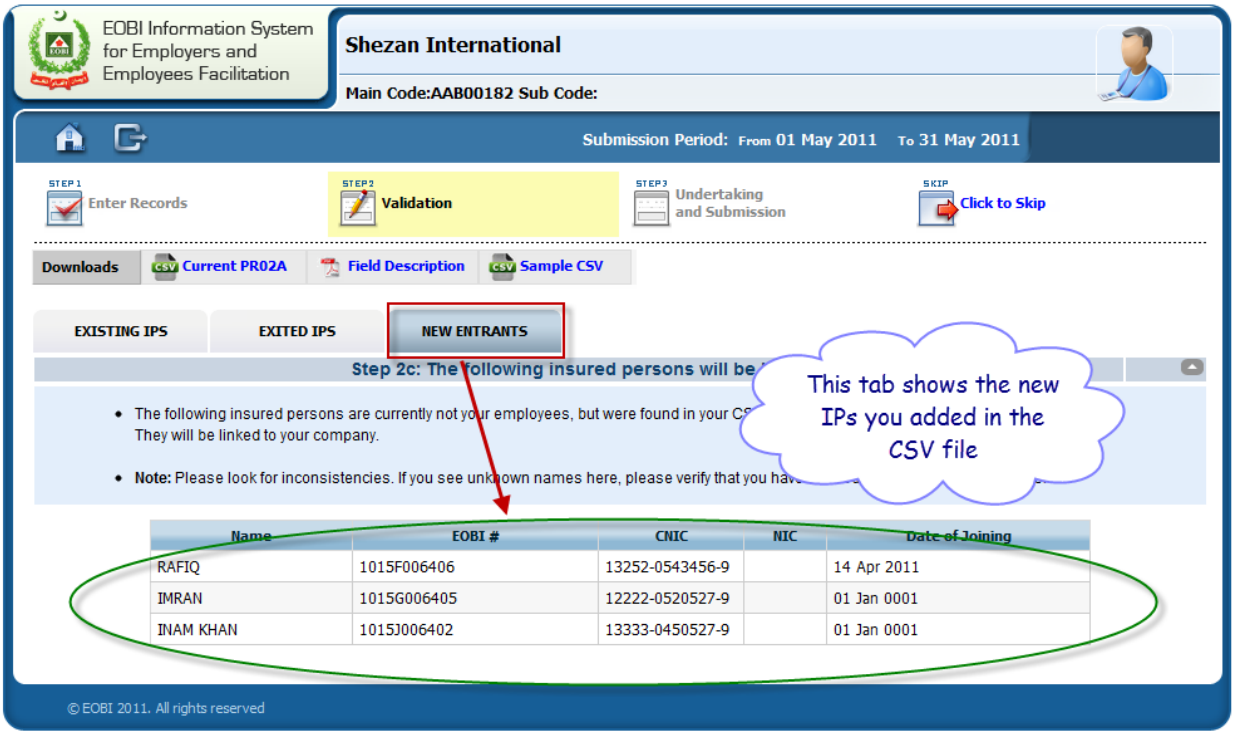

EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
Enter Records
Validation
Undertaking and Submission
Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Step 1: Enter Records
Please link your IP by clicking the Link Insured Button or Register a new IP by clicking the Register New Insured Person (PE - 01) button.
After you have added your IP s for the PR02A submission please press Done, let me review button to finish the process.
After adding all the records Press Done to validate your reporting data
Available Actions
Link Insured Person
Register New Insured Person (PE01)
Finish Entry
Done, let me review
Records entered in this session:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Edit
Remove
RAFIQ
1015F006406
13252-0543456-9
01 Apr 2011
Zero Days Full Days
Done
Remove
IMRAN
1015G006405
12222-0520527-9
06 Apr 2011
Full Month
Edit
Remove
INAM KHAN
1015J006402
13333-0450527-9
06 Apr 2011
Full Month
Edit
Remove
Arsalan
0400H260526
34230-2342332-0
01 May 2011
Full Month
Edit
Remove
1 FR Prev Next FF N
4 Insured Person(s) found, displaying 4 Insured Person(s), from 1 to 4. Page 1 / 1.

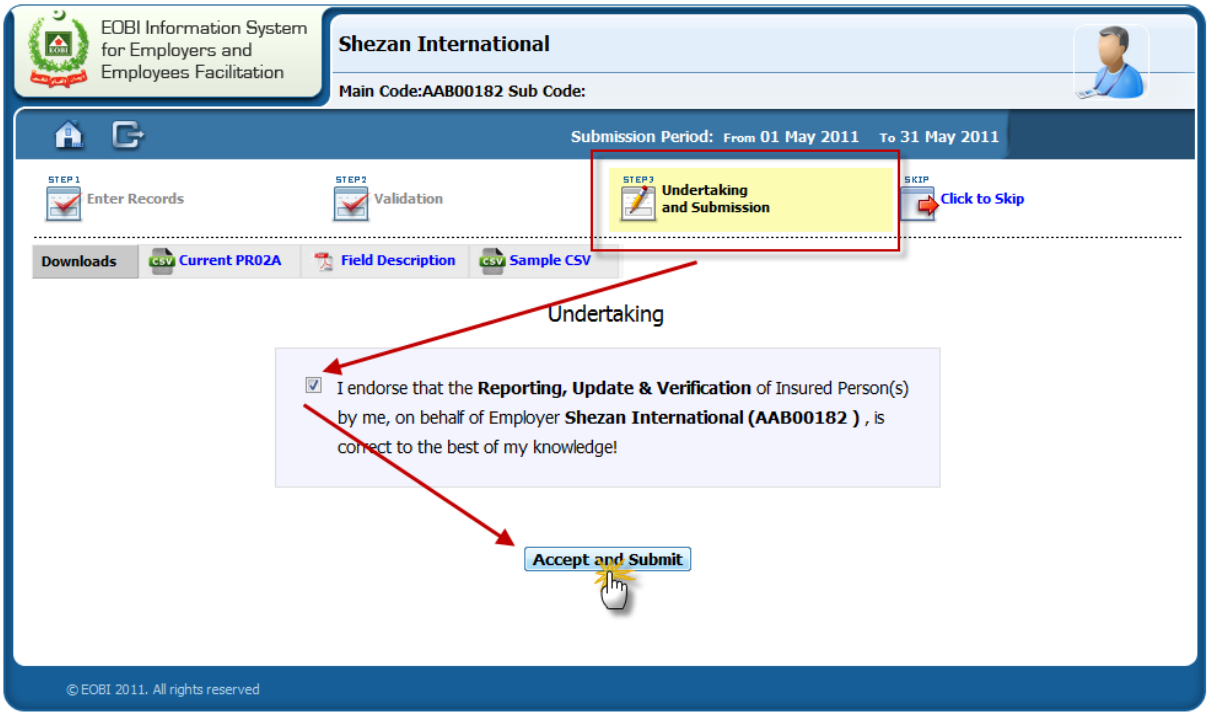
Step 2: Validation

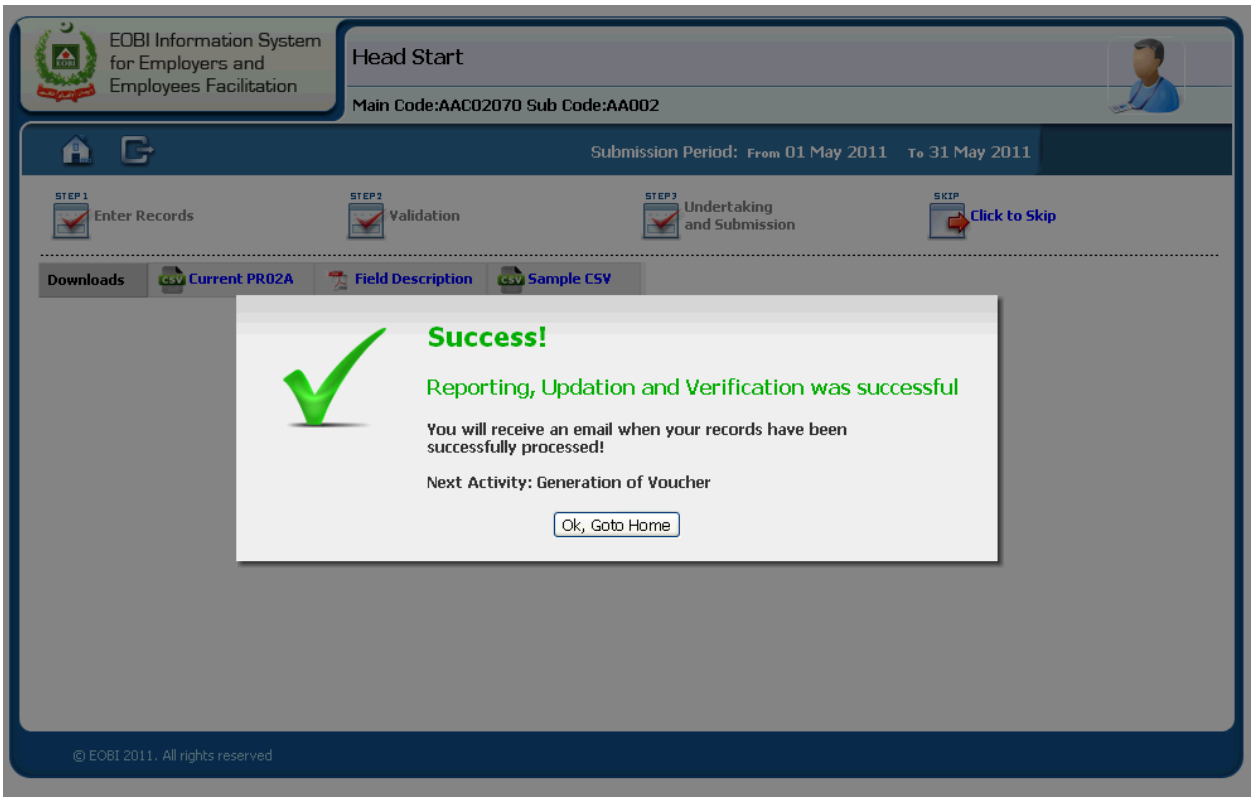
You can validate the information that you have provided in the previous step here.






EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
EXISTING IPS
EXITED IPS
NEW ENTRANTS
Step 2c: The following insured persons will be
The following insured persons are currently not your employees, but were found in your CS
They will be linked to your company.
Note: Please look for inconsistencies. If you see unknown names here, please verify that you hav
This tab shows the new IPs you added in the CSV file
Name
EOBI #
CNIC
NIC
Date of Joining
RAFIQ
1015F006406
13252-0543456-9
14 Apr 2011
IMRAN
1015G006405
12222-0520527-9
01 Jan 0001
INAM KHAN
1015J006402
13333-0450527-9
01 Jan 0001
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1
Enter Records
STEP 2
Validation
STEP 3
Undertaking and Submission
SKIP
Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Undertaking
I endorse that the Reporting, Update & Verification of Insured Person(s) by me, on behalf of Employer Shezan International (AAB00182) , is correct to the best of my knowledge!
Accept and Submit
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Head Start
Main Code:AAC02070 Sub Code:AA002
Submission Period: From 01 May 2011 To 31 May 2011
STEP 1 Enter Records
STEP 2 Validation
STEP 3 Undertaking and Submission
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Success!
Reporting, Updation and Verification was successful
You will receive an email when your records have been successfully processed!
Next Activity: Generation of Voucher
Ok, Goto Home
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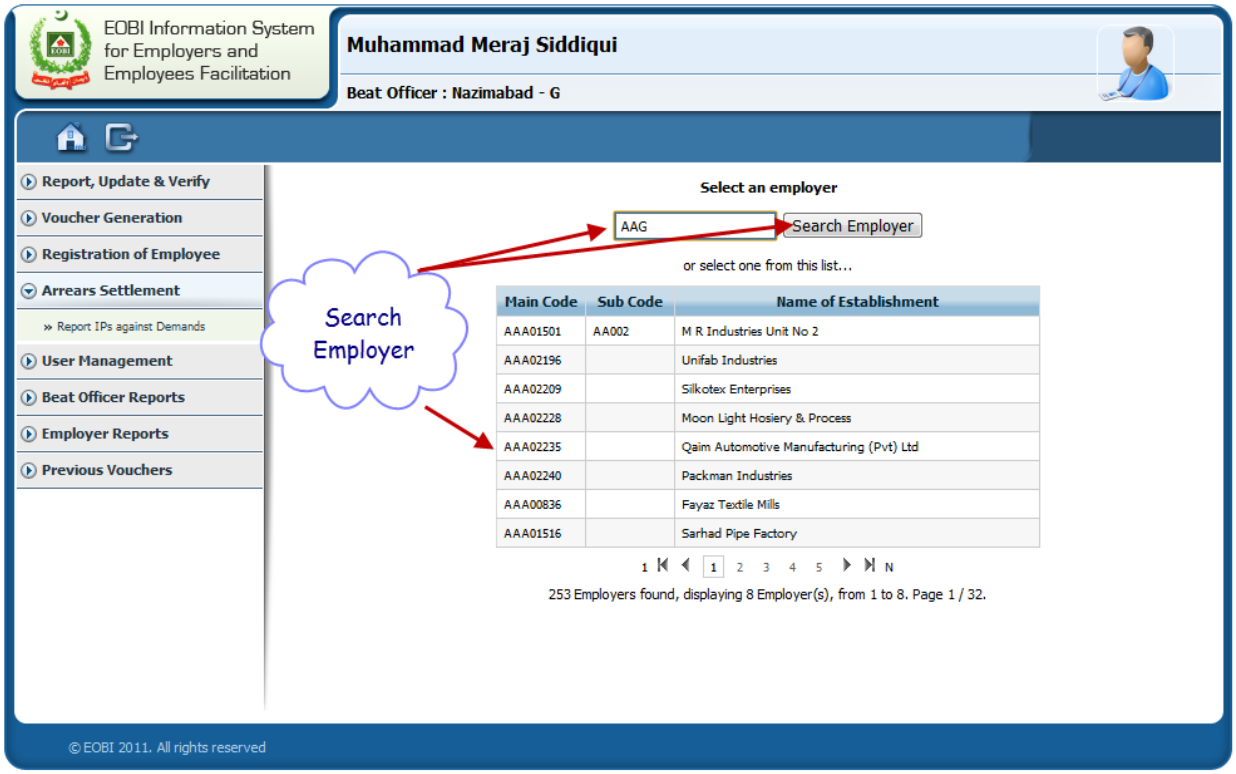
This step completes your PR02A Submission manually. You will receive an email notifying you of your PR02A submisison status.

2.4.2 Arrear Settlement:


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
» Report IPs against Demands
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
Select an employer
AAG
Search Employer
or select one from this list...
Search Employer
Main Code
Sub Code
Name of Establishment
AAA01501
AA002
M R Industries Unit No 2
AAA02196
Unifab Industries
AAA02209
Silkotex Enterprises
AAA02228
Moon Light Hosiery & Process
AAA02235
Qaim Automotive Manufacturing (Pvt) Ltd
AAA02240
Packman Industries
AAA00836
Fayaz Textile Mills
AAA01516
Sarhad Pipe Factory
1 1 2 3 4 5 N
253 Employers found, displaying 8 Employer(s), from 1 to 8. Page 1 / 32.
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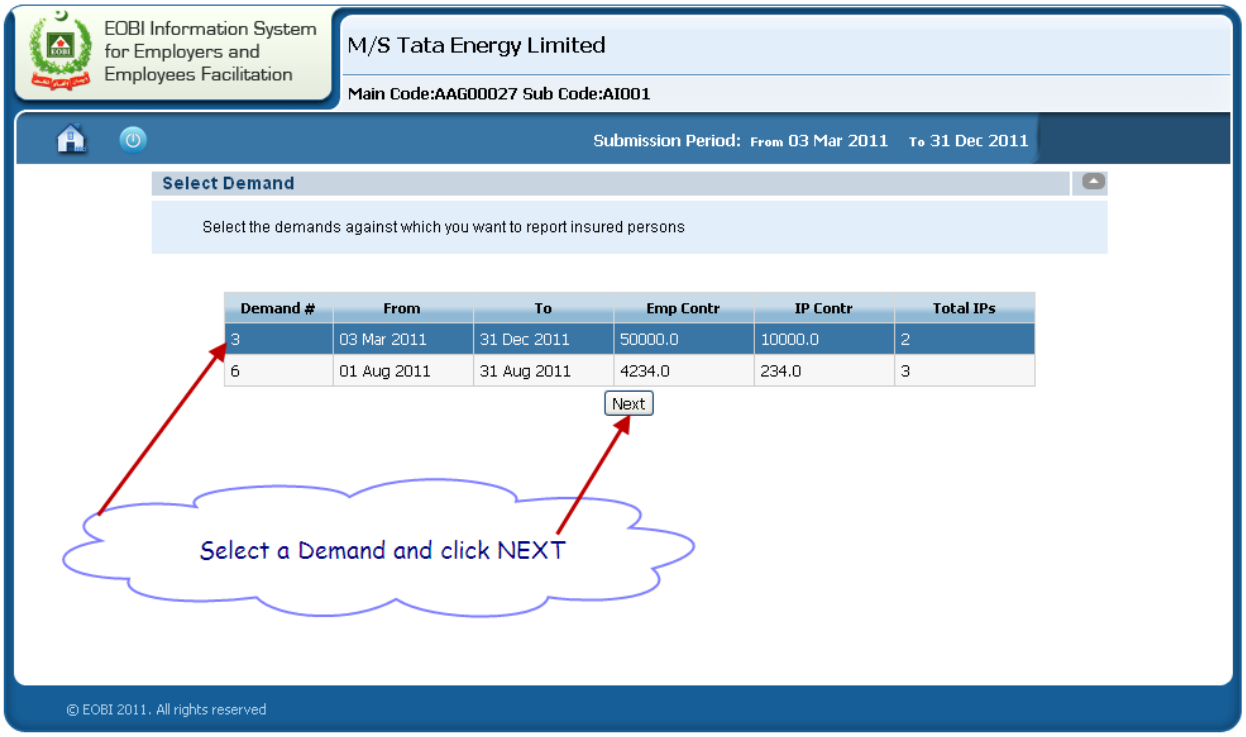
EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
Select Demand
Select the demands against which you want to report insured persons
Demand # From To Emp Contr IP Contr Total IPs
3 03 Mar 2011 31 Dec 2011 50000.0 10000.0 2
6 01 Aug 2011 31 Aug 2011 4234.0 234.0 3
Next
Select a Demand and click NEXT
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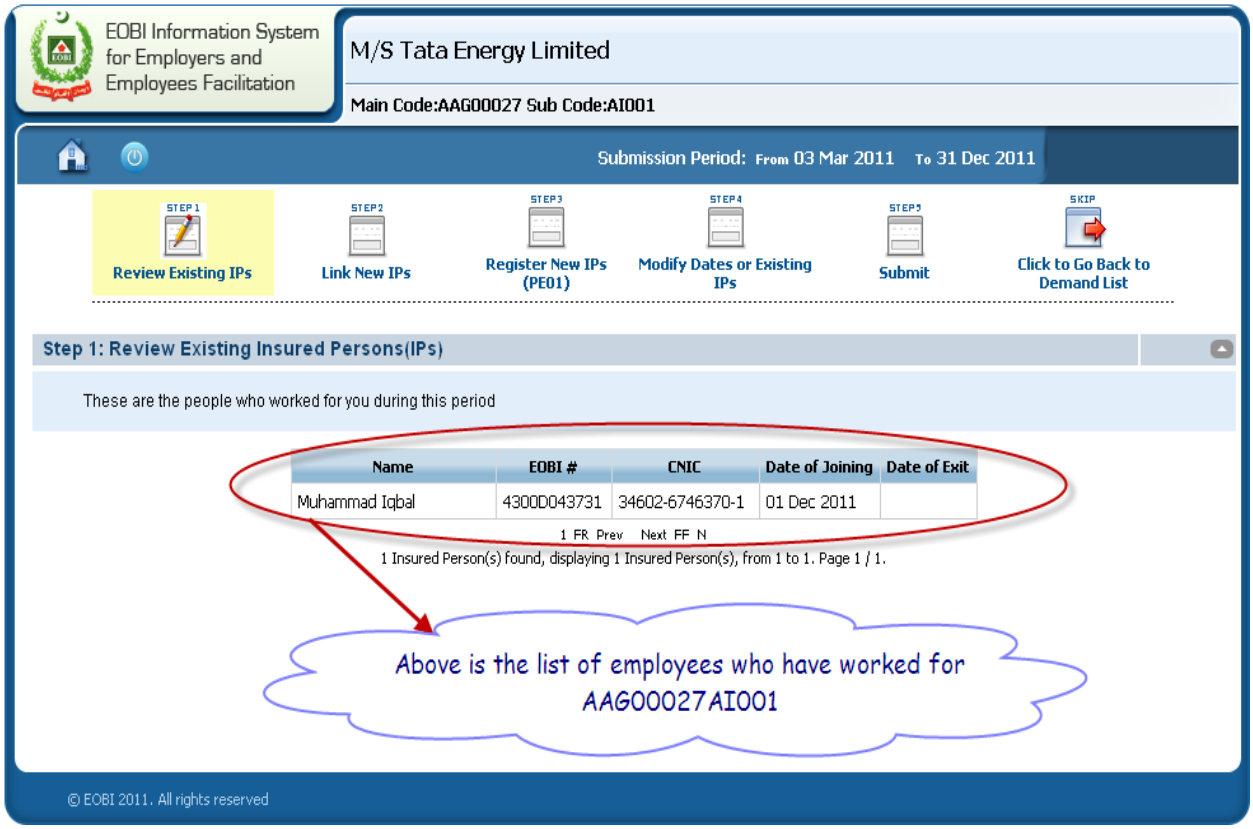
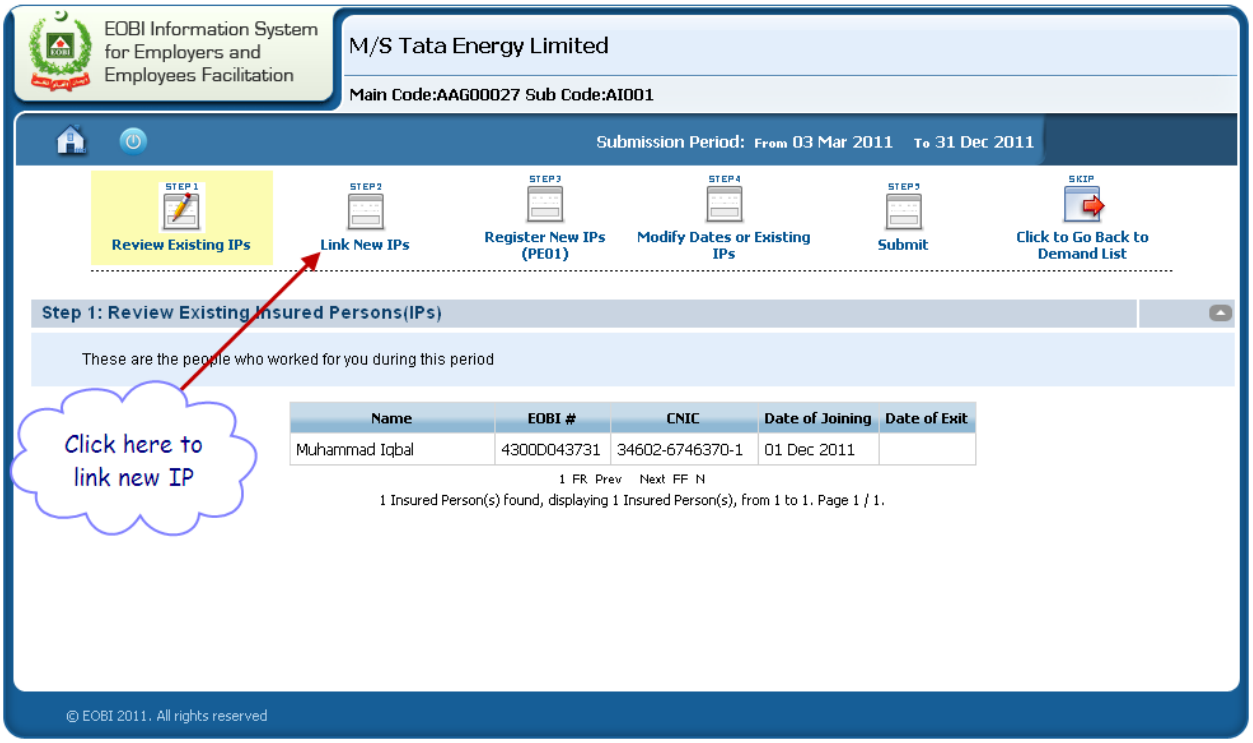
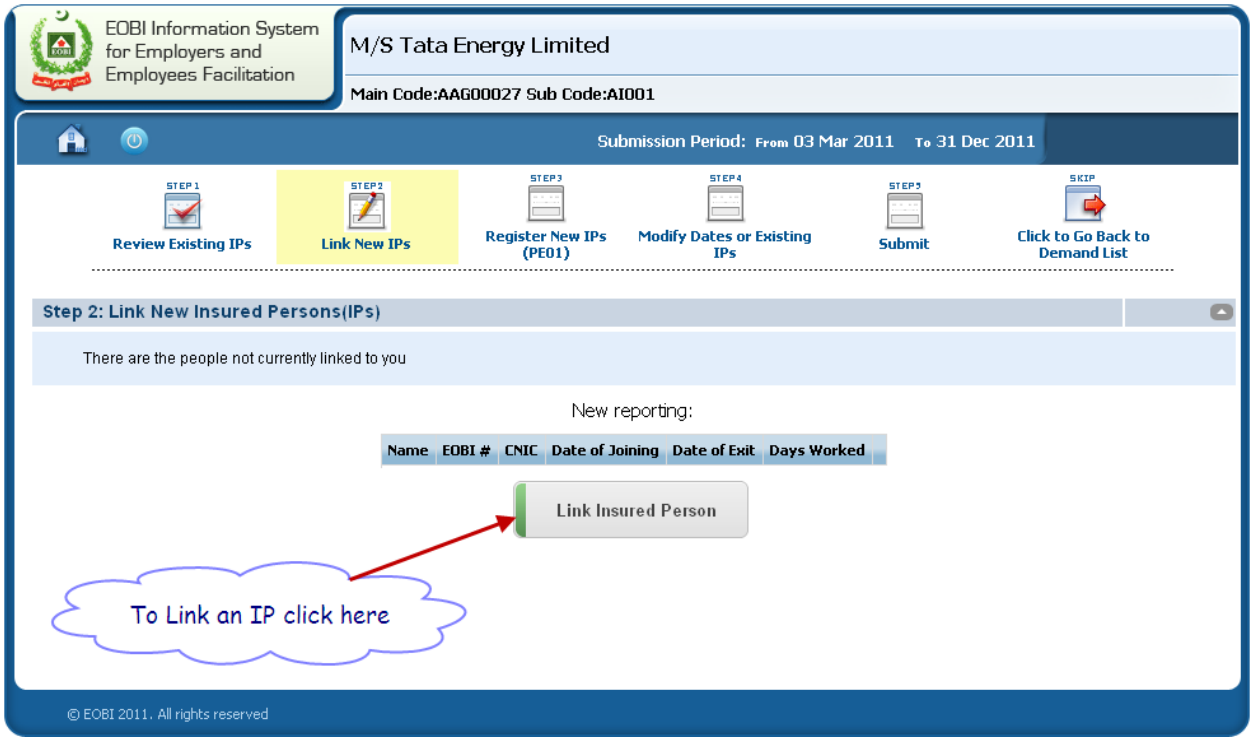
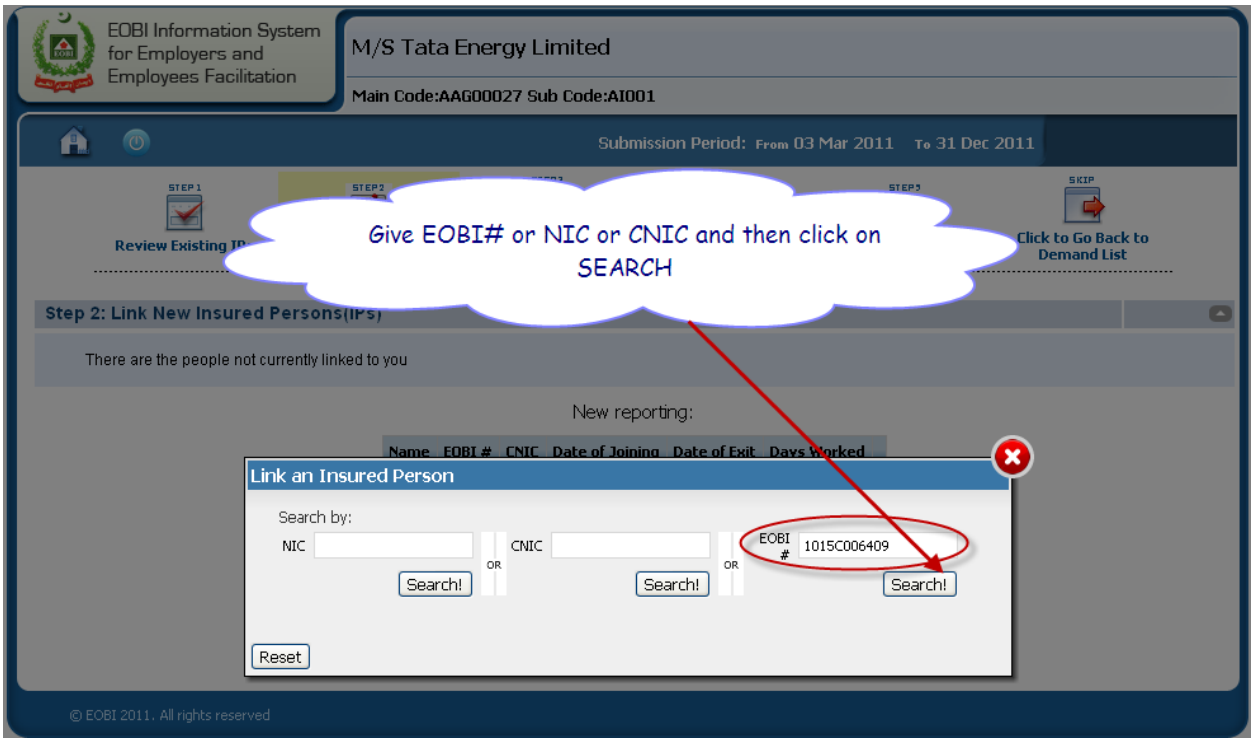
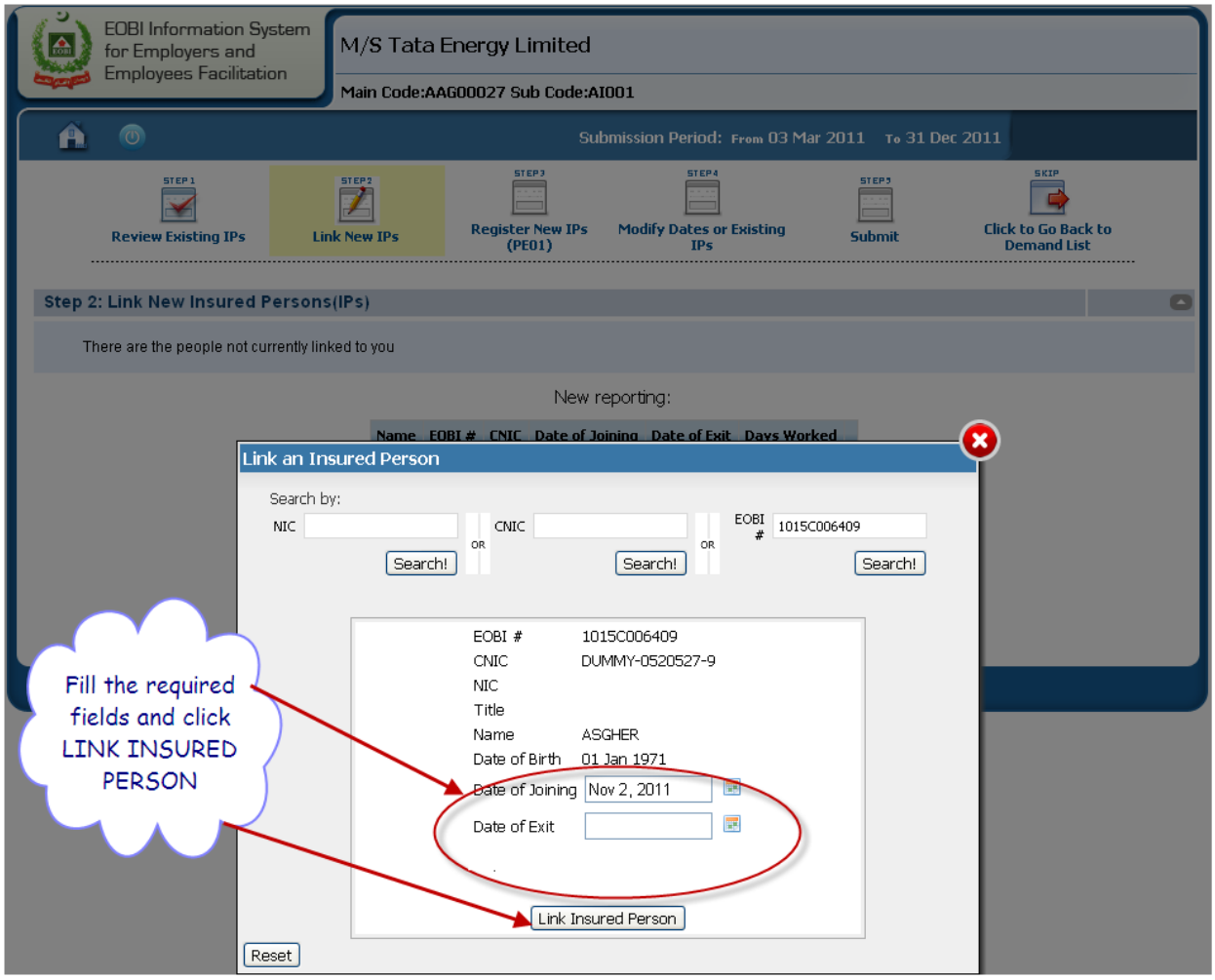
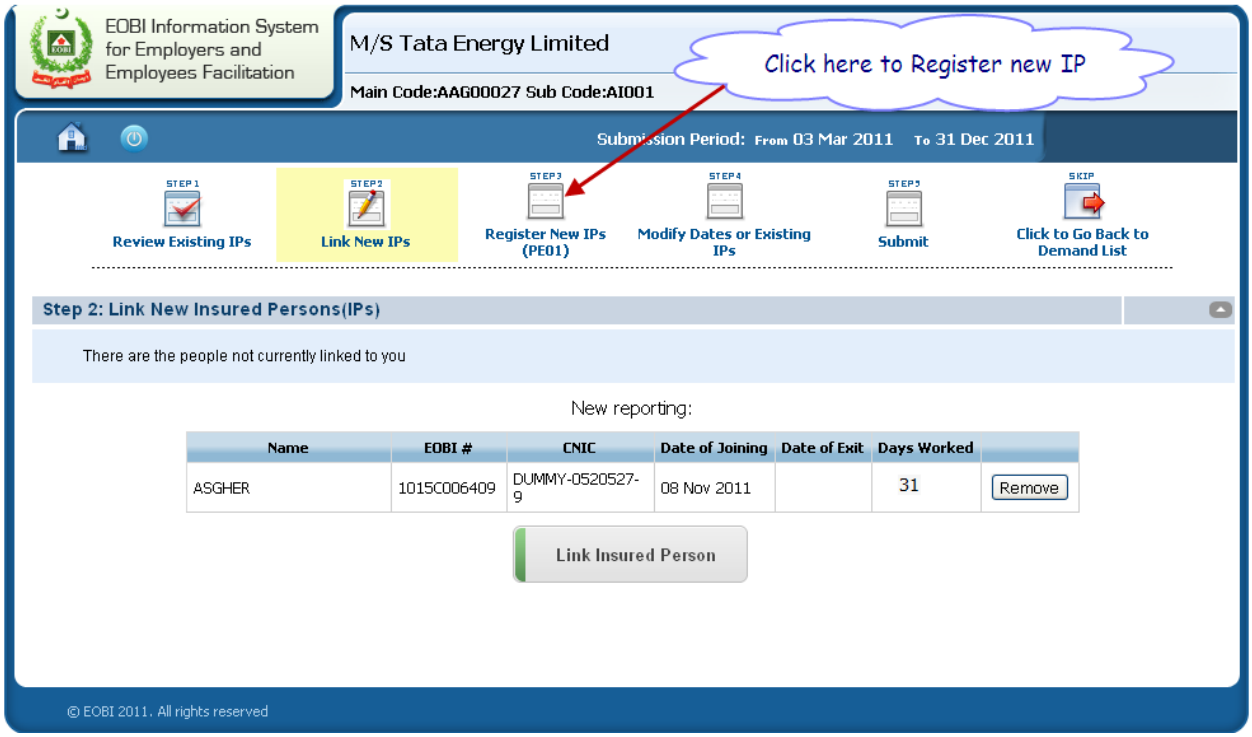

EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1
Review Existing IPs
STEP 2
Link New IPs
STEP 3
Register New IPs (PE01)
STEP 4
Modify Dates or Existing IPs
STEP 5
Submit
SKIP
Click to Go Back to Demand List
Step 1: Review Existing Insured Persons(IPs)
These are the people who worked for you during this period
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Muhammad Iqbal
43000043731
34602-6746370-1
01 Dec 2011
1 FR Prev Next FF N
1 Insured Person(s) found, displaying 1 Insured Person(s), from 1 to 1. Page 1 / 1.
Above is the list of employees who have worked for AAG00027AI001
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1
Review Existing IPs
STEP 2
Link New IPs
STEP 3
Register New IPs (PE01)
STEP 4
Modify Dates or Existing IPs
STEP 5
Submit
SKIP
Click to Go Back to Demand List
Step 1: Review Existing Insured Persons(IPs)
These are the people who worked for you during this period
Click here to link new IP
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Muhammad Iqbal
4300D043731
34602-6746370-1
01 Dec 2011
1 FR Prev Next FF N
1 Insured Person(s) found, displaying 1 Insured Person(s), from 1 to 1. Page 1 / 1.
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1
Review Existing IPs
STEP 2
Link New IPs
STEP 3
Register New IPs (PE01)
STEP 4
Modify Dates or Existing IPs
STEP 5
Submit
SKIP
Click to Go Back to Demand List
Step 2: Link New Insured Persons(IPs)
There are the people not currently linked to you
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
Link Insured Person
To Link an IP click here
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
Review Existing IP
Click to Go Back to Demand List
Give EOBI# or NIC or CNIC and then click on SEARCH
Step 2: Link New Insured Persons(IPs)
There are the people not currently linked to you
New reporting:
Name EOBI # CNIC Date of Joining Date of Exit Days Worked
Link an Insured Person
Search by:
NIC
CNIC
EOBI #
1015C006409
Search!
Search!
Search!
Reset
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
Review Existing IPs
Link New IPs
Register New IPs (PE01)
Modify Dates or Existing IPs
Submit
Click to Go Back to Demand List
Step 2: Link New Insured Persons(IPs)
There are the people not currently linked to you
New reporting:
Name EOBI # CNIC Date of Joining Date of Exit Days Worked
Link an Insured Person
Search by:
NIC
CNIC
EOBI #
1015C006409
Search!
OR
EOBI # 1015C006409
CNIC DUMMY-0520527-9
NIC
Title
Name ASGHER
Date of Birth 01 Jan 1971
Date of Joining Nov 2, 2011
Date of Exit
Link Insured Person
Reset
Fill the required fields and click LINK INSURED PERSON


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Click here to Register new IP
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1
Review Existing IPs
STEP 2
Link New IPs
STEP 3
Register New IPs (PE01)
STEP 4
Modify Dates or Existing IPs
STEP 5
Submit
SKIP
Click to Go Back to Demand List
Step 2: Link New Insured Persons(IPs)
There are the people not currently linked to you
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
ASGHER
1015C006409
DUMMY-0520527-9
08 Nov 2011
31
Remove
Link Insured Person
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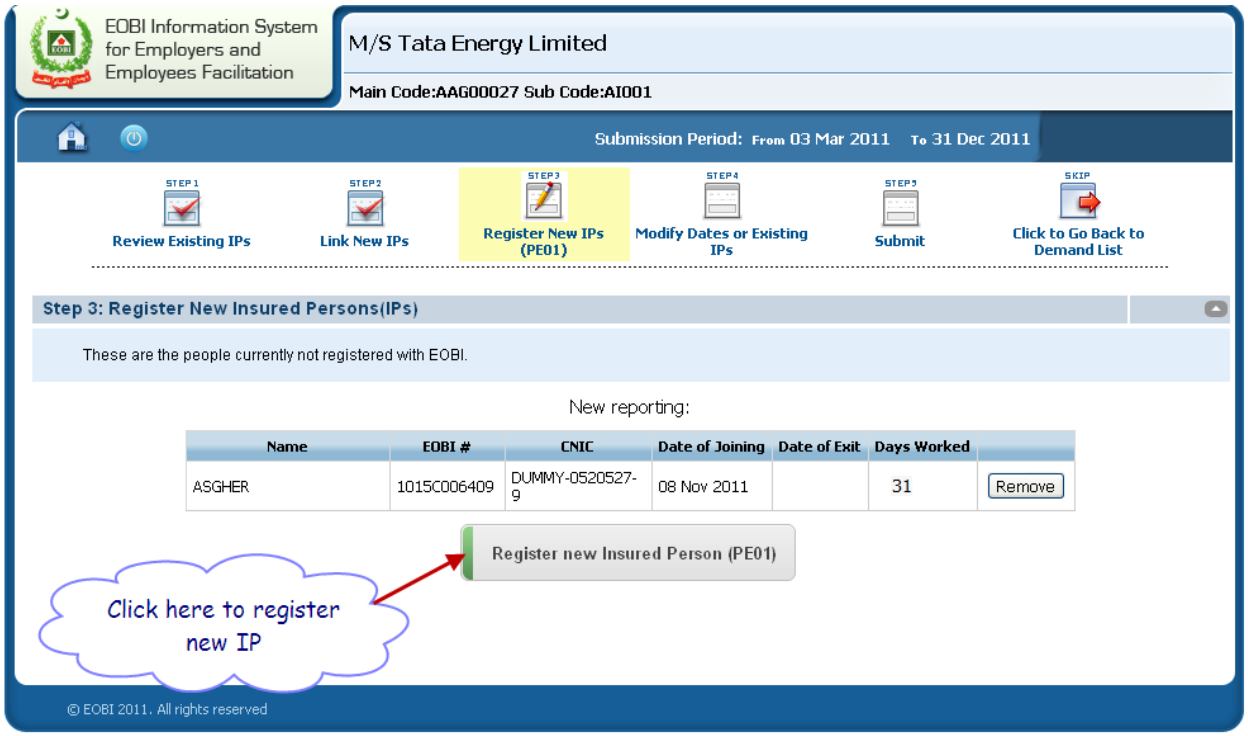
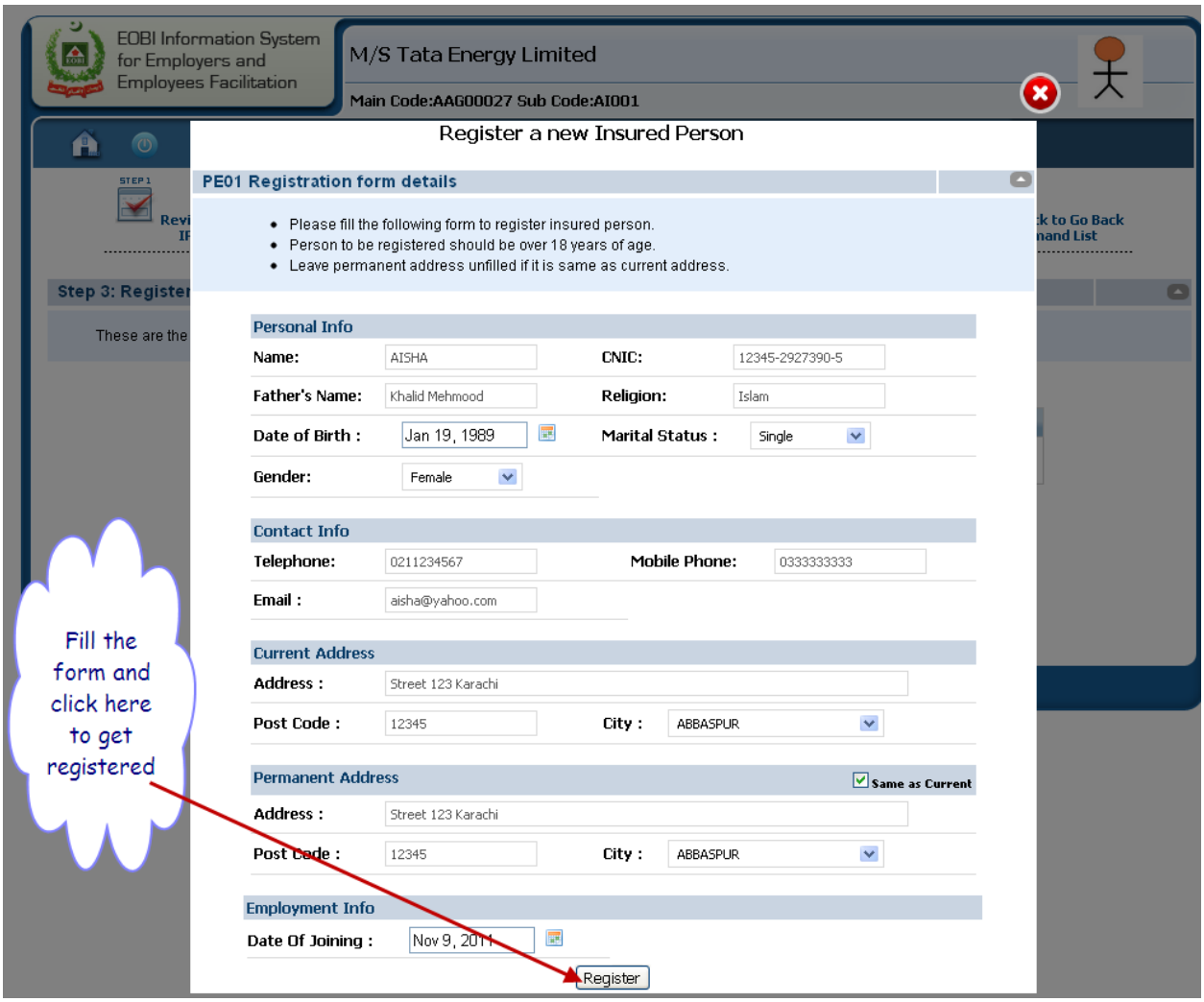
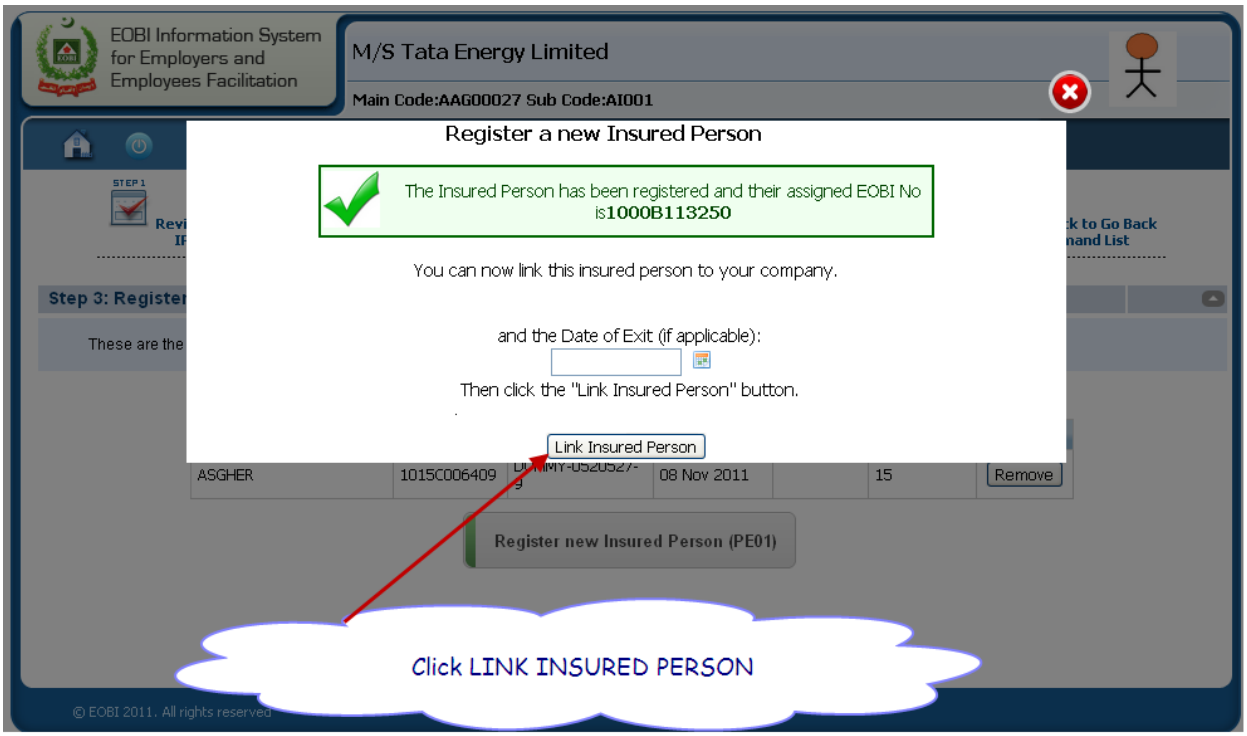
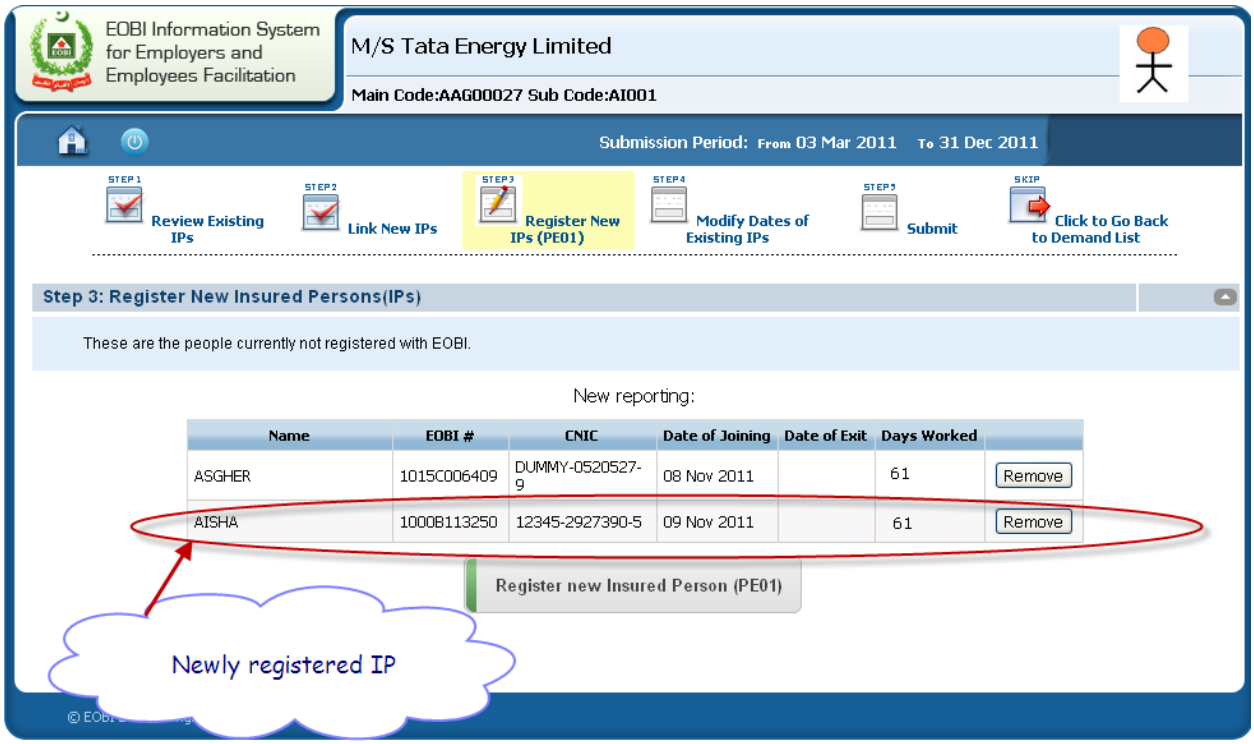
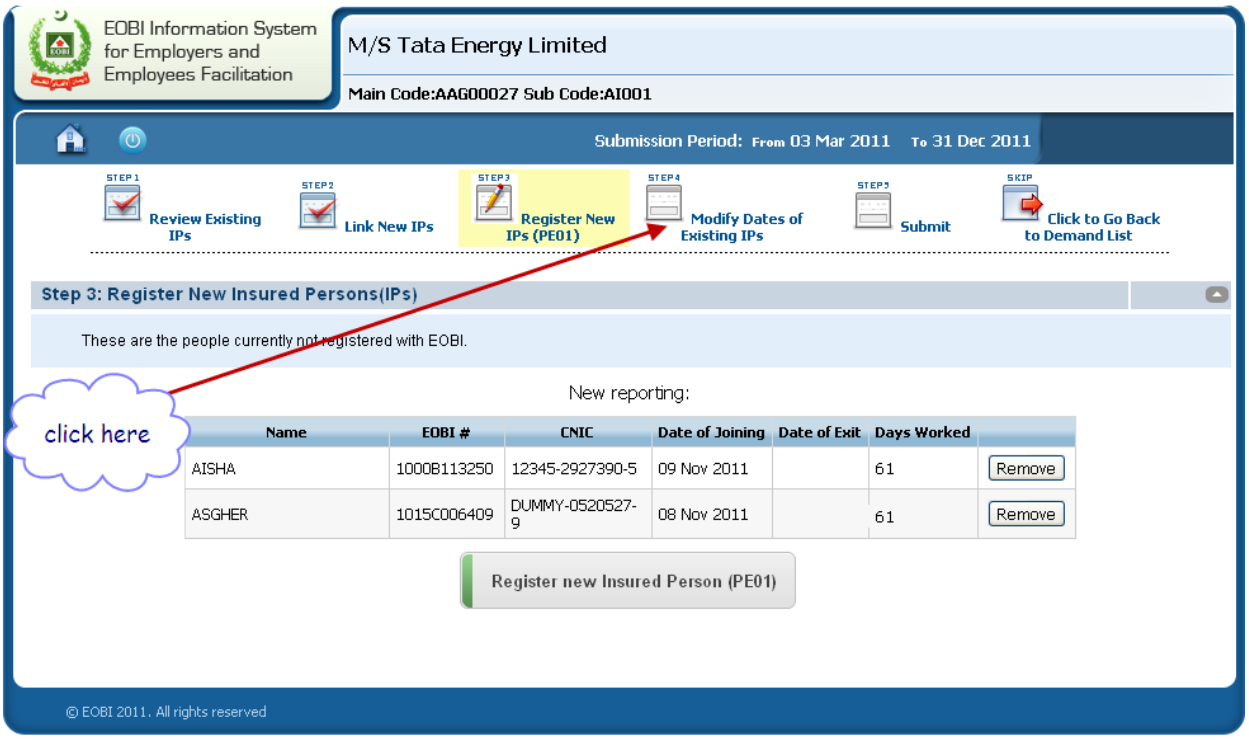
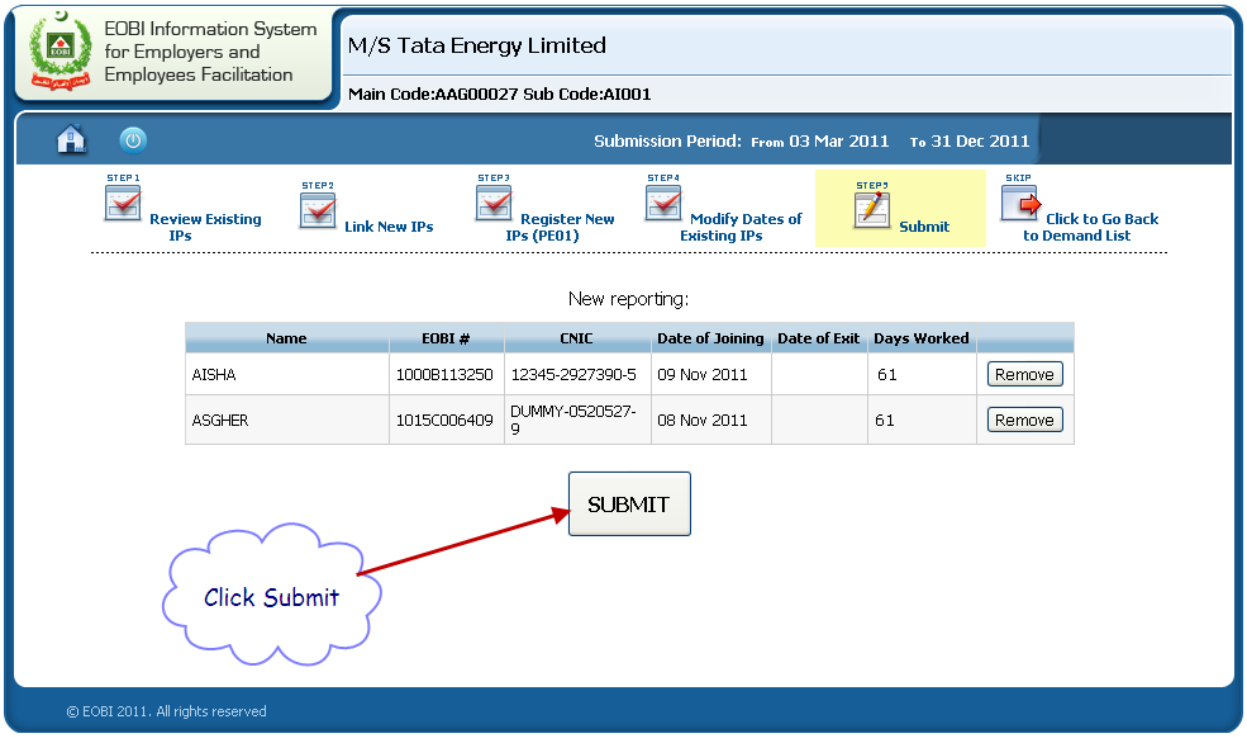

EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1
Review Existing IPs
STEP 2
Link New IPs
STEP 3
Register New IPs (PE01)
STEP 4
Modify Dates or Existing IPs
STEP 5
Submit
SKIP
Click to Go Back to Demand List
Step 3: Register New Insured Persons(IPs)
These are the people currently not registered with EOBI.
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
ASGHER
1015C006409
DUMMY-0520527-9
08 Nov 2011
31
Remove
Register new Insured Person (PE01)
Click here to register new IP
© EOBI 2011. All rights reserved

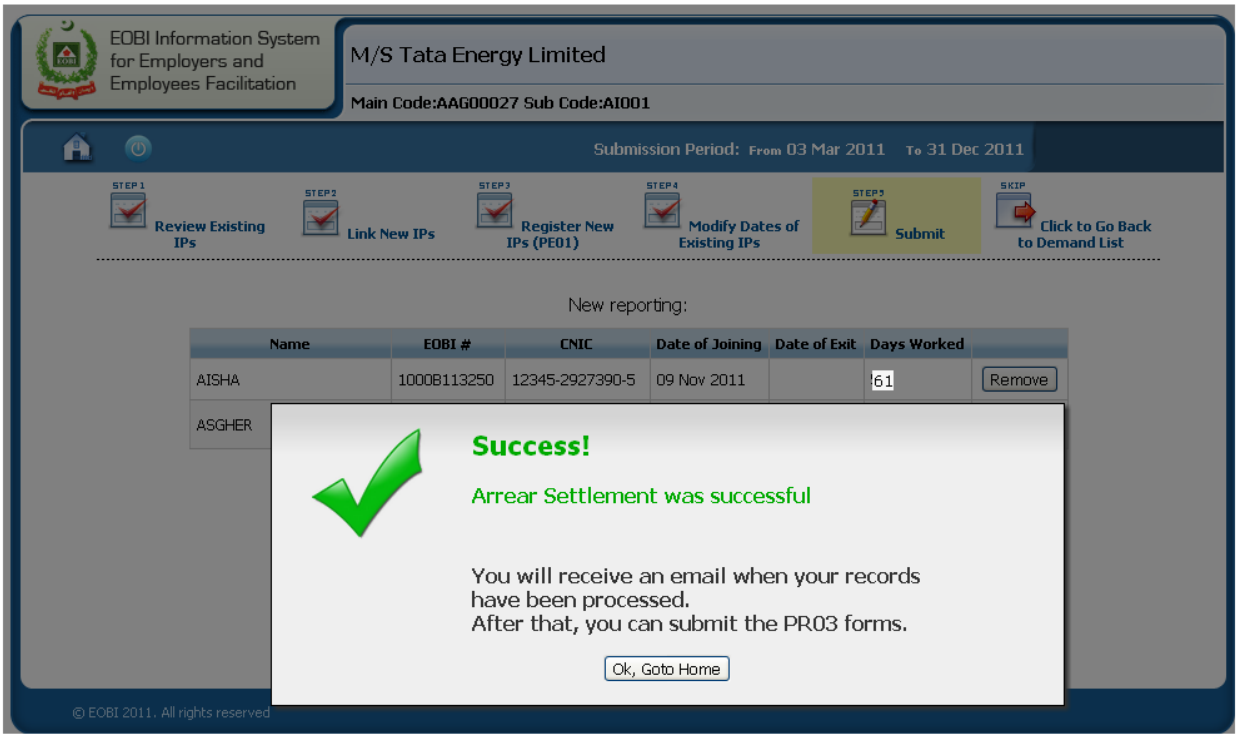

EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Register a new Insured Person
PE01 Registration form details
Please fill the following form to register insured person.
Person to be registered should be over 18 years of age.
Leave permanent address unfilled if it is same as current address.
Personal Info
Name: AISHA
CNIC: 12345-2927390-5
Father's Name: Khalid Mehmood
Religion: Islam
Date of Birth : Jan 19, 1989
Marital Status : Single
Gender: Female
Contact Info
Telephone: 0211234567
Mobile Phone: 0333333333
Email : aisha@yahoo.com
Current Address
Address : Street 123 Karachi
Post Code : 12345
City : ABBASPUR
Permanent Address
Same as Current
Address : Street 123 Karachi
Post Code : 12345
City : ABBASPUR
Employment Info
Date Of Joining : Nov 9, 2011
Register
Fill the form and click here to get registered


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Register a new Insured Person
The Insured Person has been registered and their assigned EOBI No is1000B113250
You can now link this insured person to your company.
and the Date of Exit (if applicable):
Then click the "Link Insured Person" button.
Link Insured Person
ASGHER
1015C006409
08 Nov 2011
15
Remove
Register new Insured Person (PE01)
Click LINK INSURED PERSON
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1 Review Existing IPs
STEP 2 Link New IPs
STEP 3 Register New IPs (PE01)
STEP 4 Modify Dates of Existing IPs
STEP 5 Submit
SKIP Click to Go Back to Demand List
Step 3: Register New Insured Persons(IPs)
These are the people currently not registered with EOBI.
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
ASGHER
1015C006409
DUMMY-0520527-9
08 Nov 2011
61
Remove
AISHA
1000B113250
12345-2927390-5
09 Nov 2011
61
Remove
Register new Insured Person (PE01)
Newly registered IP


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1 Review Existing IPs
STEP 2 Link New IPs
STEP 3 Register New IPs (PE01)
STEP 4 Modify Dates of Existing IPs
STEP 5 Submit
SKIP Click to Go Back to Demand List
Step 3: Register New Insured Persons(IPs)
These are the people currently not registered with EOBI.
click here
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
AISHA
1000B113250
12345-2927390-5
09 Nov 2011
61
Remove
ASGHER
1015C006409
DUMMY-0520527-9
08 Nov 2011
61
Remove
Register new Insured Person (PE01)
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1 Review Existing IPs
STEP 2 Link New IPs
STEP 3 Register New IPs (PE01)
STEP 4 Modify Dates of Existing IPs
STEP 5 Submit
SKIP Click to Go Back to Demand List
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
AISHA
1000B113250
12345-2927390-5
09 Nov 2011
61
Remove
ASGHER
1015C006409
DUMMY-0520527-9
08 Nov 2011
61
Remove
SUBMIT
Click Submit
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
M/S Tata Energy Limited
Main Code:AAG00027 Sub Code:AI001
Submission Period: From 03 Mar 2011 To 31 Dec 2011
STEP 1 Review Existing IPs
STEP 2 Link New IPs
STEP 3 Register New IPs (PE01)
STEP 4 Modify Dates of Existing IPs
STEP 5 Submit
SKIP Click to Go Back to Demand List
New reporting:
Name
EOBI #
CNIC
Date of Joining
Date of Exit
Days Worked
AISHA
1000B113250
12345-2927390-5
09 Nov 2011
61
Remove
ASGHER
Success!
Arrear Settlement was successful
You will receive an email when your records have been processed.
After that, you can submit the PR03 forms.
Ok, Goto Home
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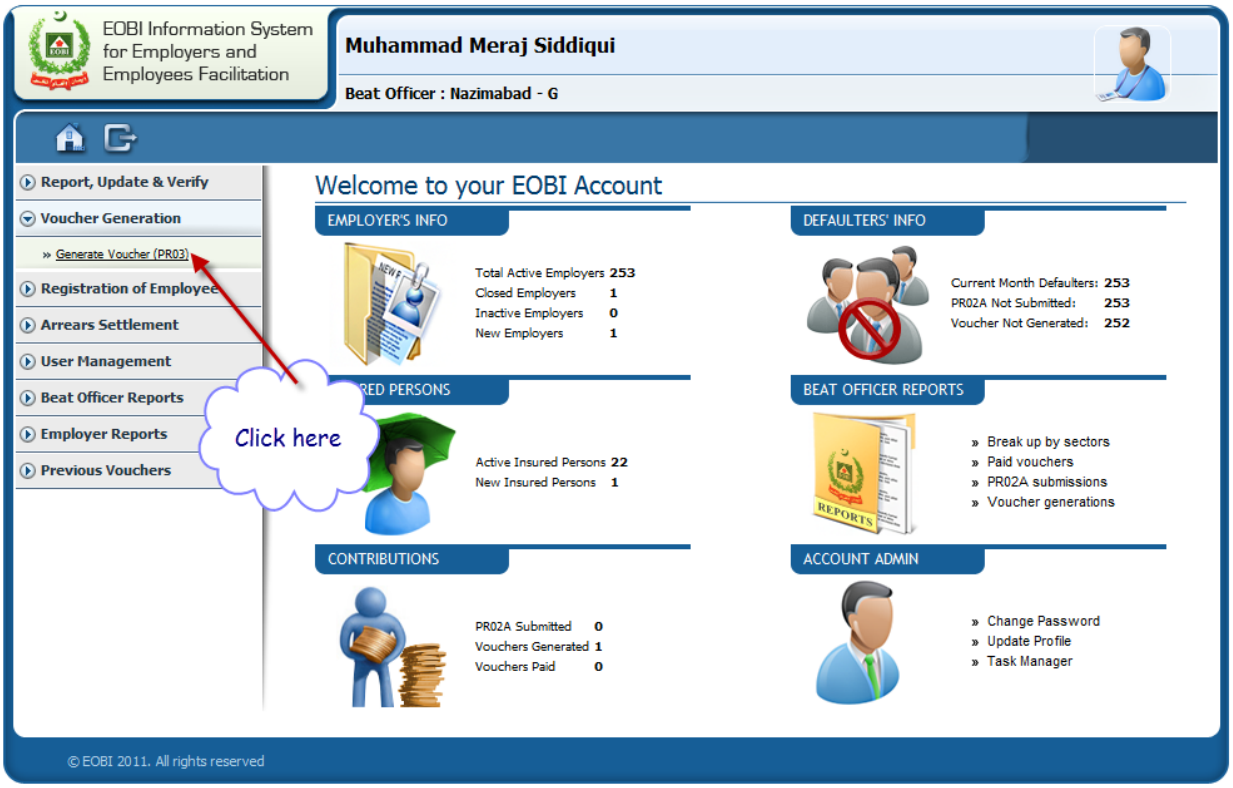
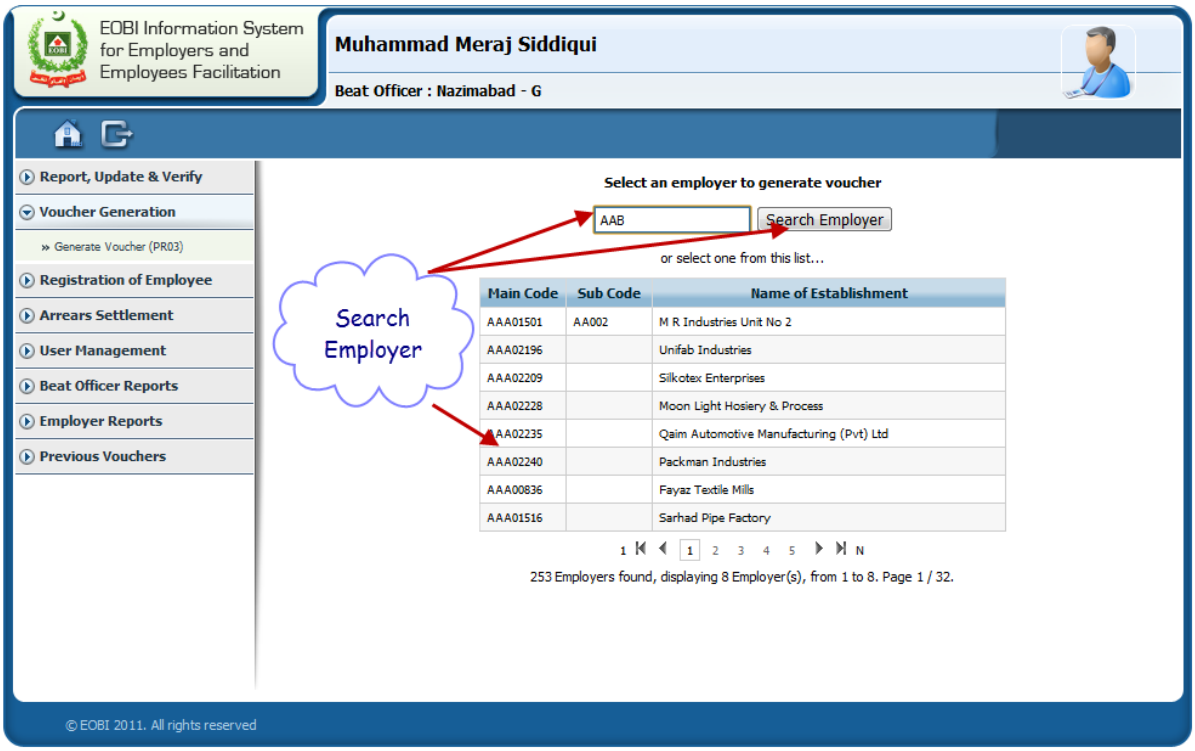
2.4.3 Voucher Generation

To generate the Voucher or PR03 Payment Slip for the contributions you submitted please go to the Voucher Generation → Generate Voucher (PR03) submenu.




EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Report, Update & Verify
Voucher Generation
» Generate Voucher (PR03)
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
Select an employer to generate voucher
AAB
Search Employer
or select one from this list...
Search Employer
Main Code
Sub Code
Name of Establishment
AAA01501 AA002 M R Industries Unit No 2
AAA02196 Unifab Industries
AAA02209 Silkotex Enterprises
AAA02228 Moon Light Hosiery & Process
AAA02235 Qaim Automotive Manufacturing (Pvt) Ltd
AAA02240 Packman Industries
AAA00836 Fayaz Textile Mills
AAA01516 Sarhad Pipe Factory
1 2 3 4 5 N
253 Employers found, displaying 8 Employer(s), from 1 to 8. Page 1 / 32.
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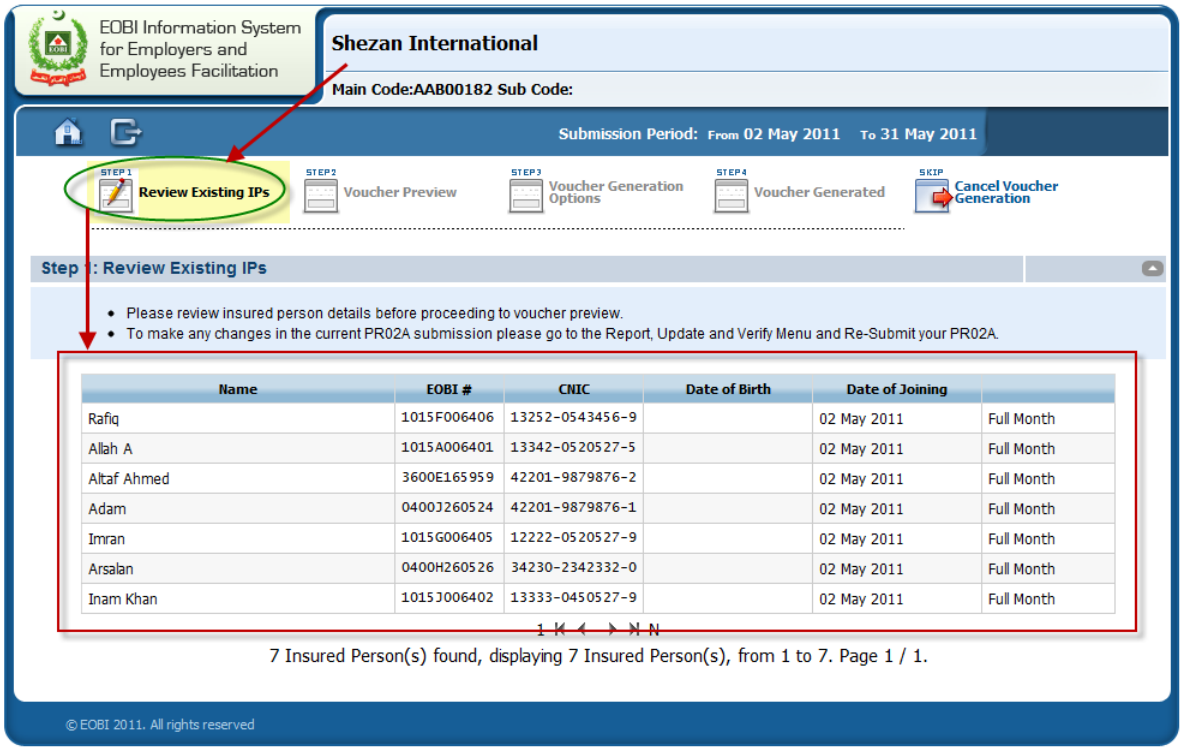
Step 1: Review Existing IPs

This screen shows you the IPs whose contribution you have submitted this month. In the case if any discripancies you can go back to the Report, Update and Verify section and Resumbit your PR02A. You can only generate a voucher if the PR02A is submitted.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 02 May 2011 To 31 May 2011
STEP 1 Review Existing IPs
STEP 2 Voucher Preview
STEP 3 Voucher Generation Options
STEP 4 Voucher Generated
SKIP Cancel Voucher Generation
Step 1: Review Existing IPs
Please review insured person details before proceeding to voucher preview.
To make any changes in the current PR02A submission please go to the Report, Update and Verify Menu and Re-Submit your PR02A.
Name | EOBI # | CNIC | Date of Birth | Date of Joining
Rafiq | 1015F006406 | 13252-0543456-9 | | 02 May 2011 | Full Month
Allah A | 1015A006401 | 13342-0520527-5 | | 02 May 2011 | Full Month
Altaf Ahmed | 3600E165959 | 42201-9879876-2 | | 02 May 2011 | Full Month
Adam | 0400J260524 | 42201-9879876-1 | | 02 May 2011 | Full Month
Imran | 1015G006405 | 12222-0520527-9 | | 02 May 2011 | Full Month
Arsalan | 0400H260526 | 34230-2342332-0 | | 02 May 2011 | Full Month
Inam Khan | 1015J006402 | 13333-0450527-9 | | 02 May 2011 | Full Month
1
7 Insured Person(s) found, displaying 7 Insured Person(s), from 1 to 7. Page 1 / 1.
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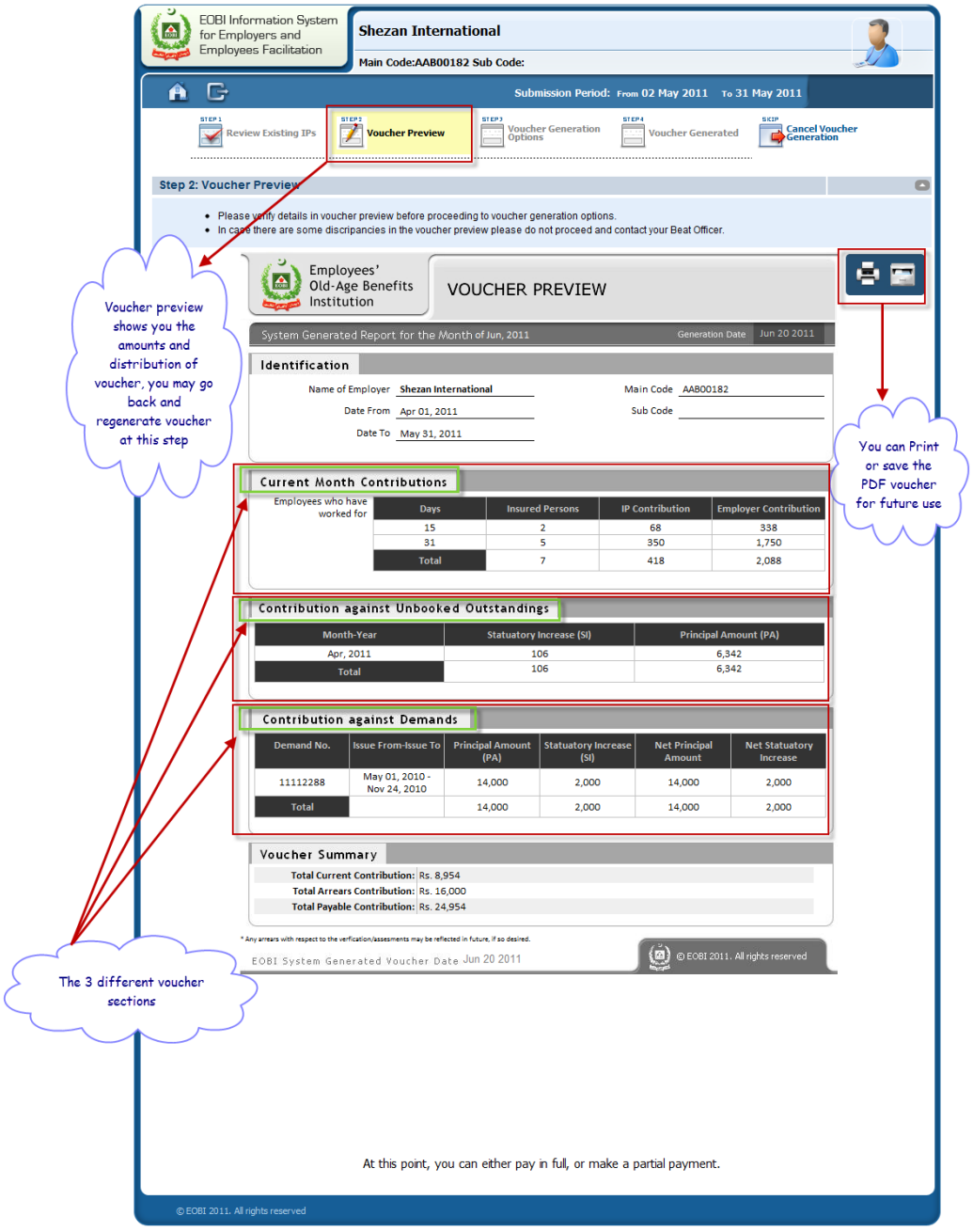
Step 2: Voucher preview

This screen shows you the voucher preivew, to get it verified by you, before finally generating it. If you have any concerns then you can refer your beat officer before you proceed with Voucher Generation.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 02 May 2011 To 31 May 2011
Review Existing IPs
Voucher Preview
Voucher Generation Options
Voucher Generated
Cancel Voucher Generation
Step 2: Voucher Preview
Please verify details in voucher preview before proceeding to voucher generation options.
In case there are some discripancies in the voucher preview please do not proceed and contact your Beat Officer.
Voucher preview shows you the amounts and distribution of voucher, you may go back and regenerate voucher at this step
Employees' Old-Age Benefits Institution
VOUCHER PREVIEW
You can Print or save the PDF voucher for future use
System Generated Report for the Month of Jun, 2011
Generation Date Jun 20 2011
Identification
Name of Employer Shezan International
Date From Apr 01, 2011
Date To May 31, 2011
Main Code AAB00182
Sub Code
Current Month Contributions
Employees who have worked for
Days | Insured Persons | IP Contribution | Employer Contribution
15 | 2 | 68 | 338
31 | 5 | 350 | 1,750
Total | 7 | 418 | 2,088
Contribution against Unbooked Outstandings
Month-Year | Statuatory Increase (SI) | Principal Amount (PA)
Apr, 2011 | 106 | 6,342
Total | 106 | 6,342
Contribution against Demands
Demand No. | Issue From-Issue To | Principal Amount (PA) | Statuatory Increase (SI) | Net Principal Amount | Net Statuatory Increase
11112288 | May 01, 2010 - Nov 24, 2010 | 14,000 | 2,000 | 14,000 | 2,000
Total | | 14,000 | 2,000 | 14,000 | 2,000
Voucher Summary
Total Current Contribution: Rs. 8,954
Total Arrears Contribution: Rs. 16,000
Total Payable Contribution: Rs. 24,954
The 3 different voucher sections
EOBI System Generated Voucher Date Jun 20 2011
© EOBI 2011. All rights reserved
At this point, you can either pay in full, or make a partial payment.
© EOBI 2011. All rights reserved

Step 3: Voucher Generation

Click on the **Voucher Generation Options** to generate the voucher of your choice from the types shown below.

You can generate

Current Contribution Voucher:

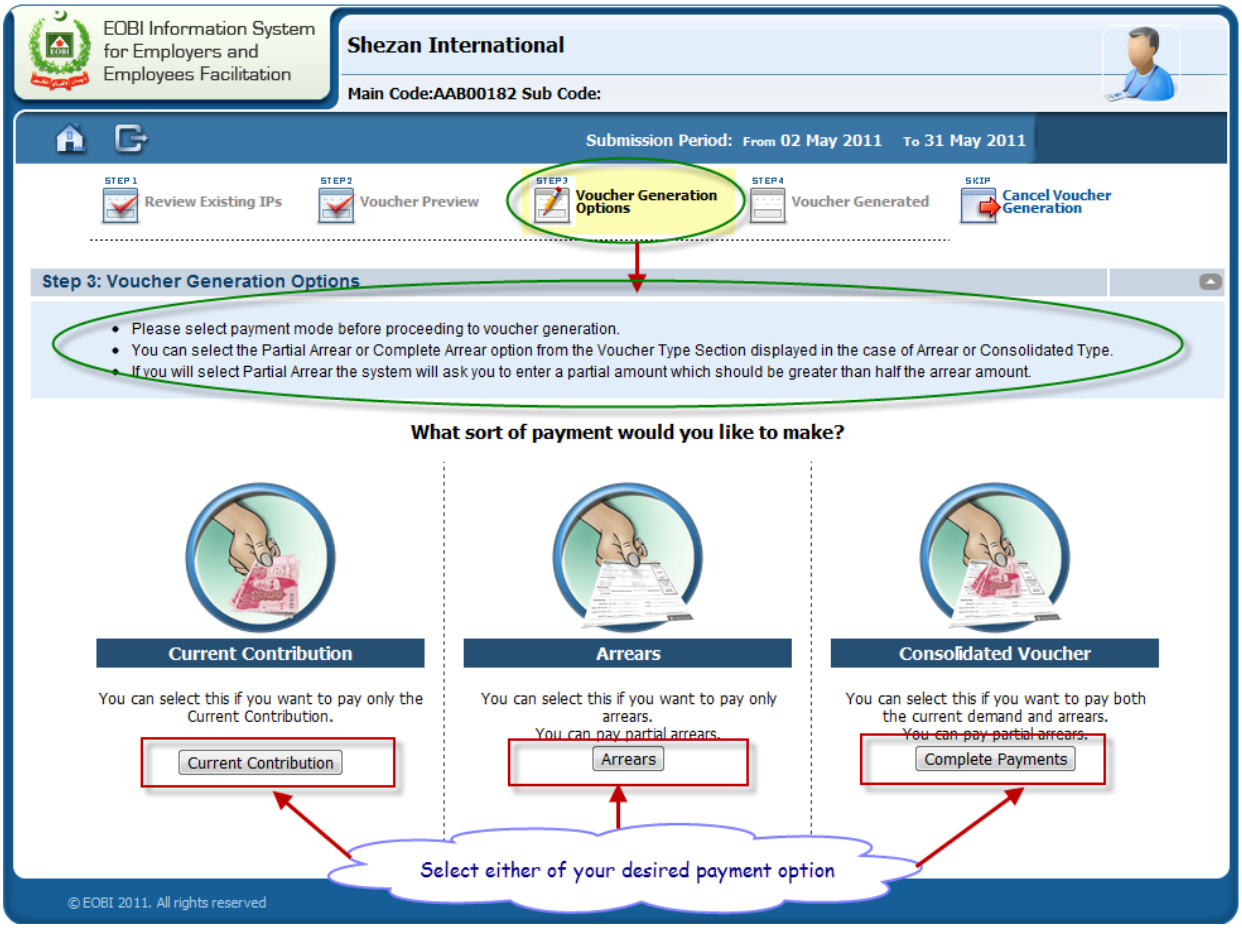
You can select this if you want to pay only the current demand. In this case the system will not ask you to make arrear payments.

Arrears Voucher

You can select this if you want to pay arrears only. Only regional head will have the rights to allow partial arrear payments.

Consolidated voucher

You can select this if you want to pay both the current demand and arrears. You can pay partial arrears (with the consent of regional head) or make a complete payment.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 02 May 2011 To 31 May 2011
STEP 1 Review Existing IPs
STEP 2 Voucher Preview
STEP 3 Voucher Generation Options
STEP 4 Voucher Generated
SKIP Cancel Voucher Generation
Step 3: Voucher Generation Options
Please select payment mode before proceeding to voucher generation.
You can select the Partial Arrear or Complete Arrear option from the Voucher Type Section displayed in the case of Arrear or Consolidated Type.
If you will select Partial Arrear the system will ask you to enter a partial amount which should be greater than half the arrear amount.
What sort of payment would you like to make?
Current Contribution
You can select this if you want to pay only the Current Contribution.
Current Contribution
Arrears
You can select this if you want to pay only arrears.
You can pay partial arrears.
Arrears
Consolidated Voucher
You can select this if you want to pay both the current demand and arrears.
You can pay partial arrears.
Complete Payments
Select either of your desired payment option
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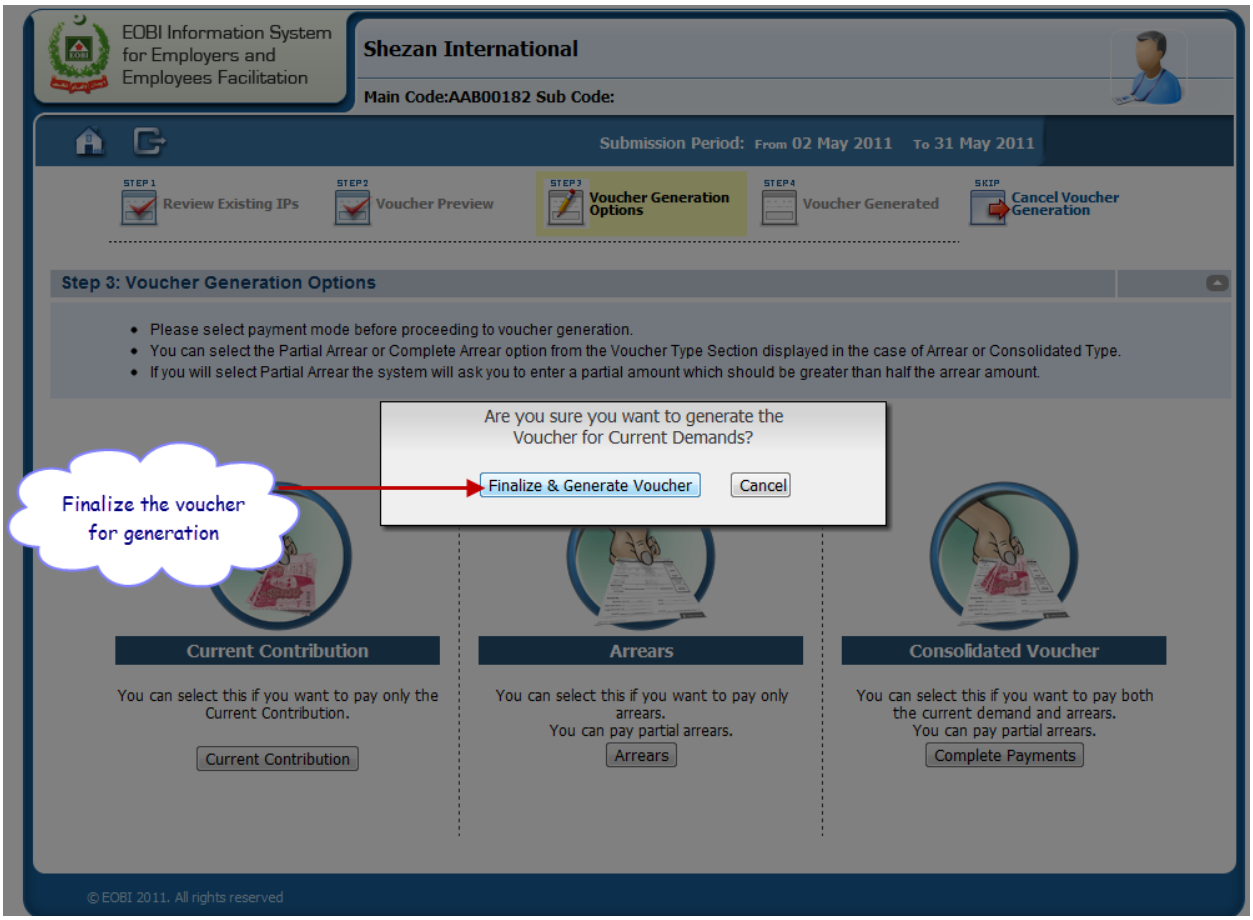
EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 02 May 2011 To 31 May 2011
STEP 1 Review Existing IPs
STEP 2 Voucher Preview
STEP 3 Voucher Generation Options
STEP 4 Voucher Generated
SKIP Cancel Voucher Generation
Step 3: Voucher Generation Options
Please select payment mode before proceeding to voucher generation.
You can select the Partial Arrear or Complete Arrear option from the Voucher Type Section displayed in the case of Arrear or Consolidated Type.
If you will select Partial Arrear the system will ask you to enter a partial amount which should be greater than half the arrear amount.
Are you sure you want to generate the Voucher for Current Demands?
Finalize & Generate Voucher
Cancel
Finalize the voucher for generation
Current Contribution
You can select this if you want to pay only the Current Contribution.
Current Contribution
Arrears
You can select this if you want to pay only arrears.
You can pay partial arrears.
Arrears
Consolidated Voucher
You can select this if you want to pay both the current demand and arrears.
You can pay partial arrears.
Complete Payments
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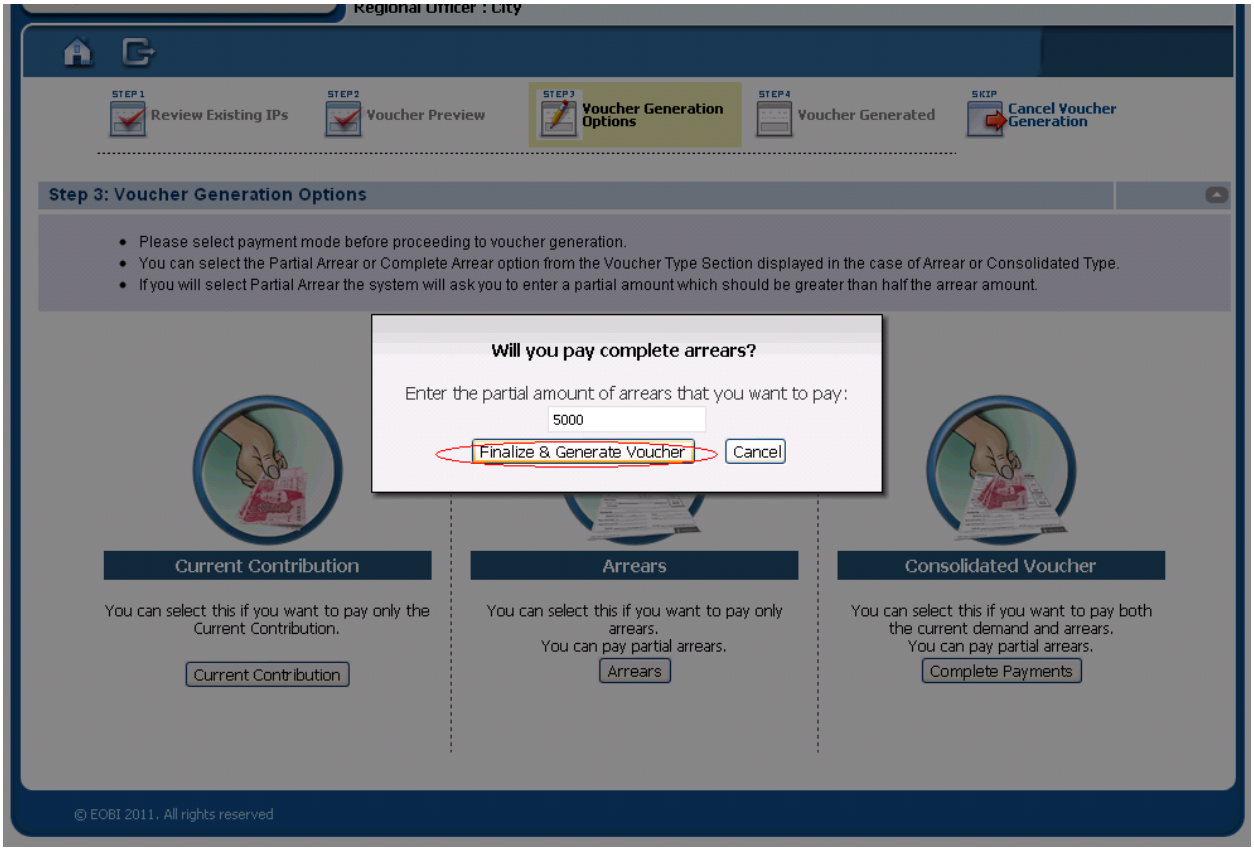
The arrear installement option will not be available for Employer or Field officer but will be only with Regional Head.

On Voucher Generation Options screen, the Regional Head will have the option to allow the employer to pay any amount as arrear of installment. Once done, presss “Finalize and Generate Voucher” button to generate the voucher.


Regional Officer : City
STEP 1
Review Existing IPs
STEP 2
Voucher Preview
STEP 3
Voucher Generation Options
STEP 4
Voucher Generated
SKIP
Cancel Voucher Generation
Step 3: Voucher Generation Options
Please select payment mode before proceeding to voucher generation.
You can select the Partial Arrear or Complete Arrear option from the Voucher Type Section displayed in the case of Arrear or Consolidated Type.
If you will select Partial Arrear the system will ask you to enter a partial amount which should be greater than half the arrear amount.
Will you pay complete arrears?
Enter the partial amount of arrears that you want to pay:
5000
Finalize & Generate Voucher
Cancel
Current Contribution
You can select this if you want to pay only the Current Contribution.
Current Contribution
Arrears
You can select this if you want to pay only arrears.
You can pay partial arrears.
Arrears
Consolidated Voucher
You can select this if you want to pay both the current demand and arrears.
You can pay partial arrears.
Complete Payments
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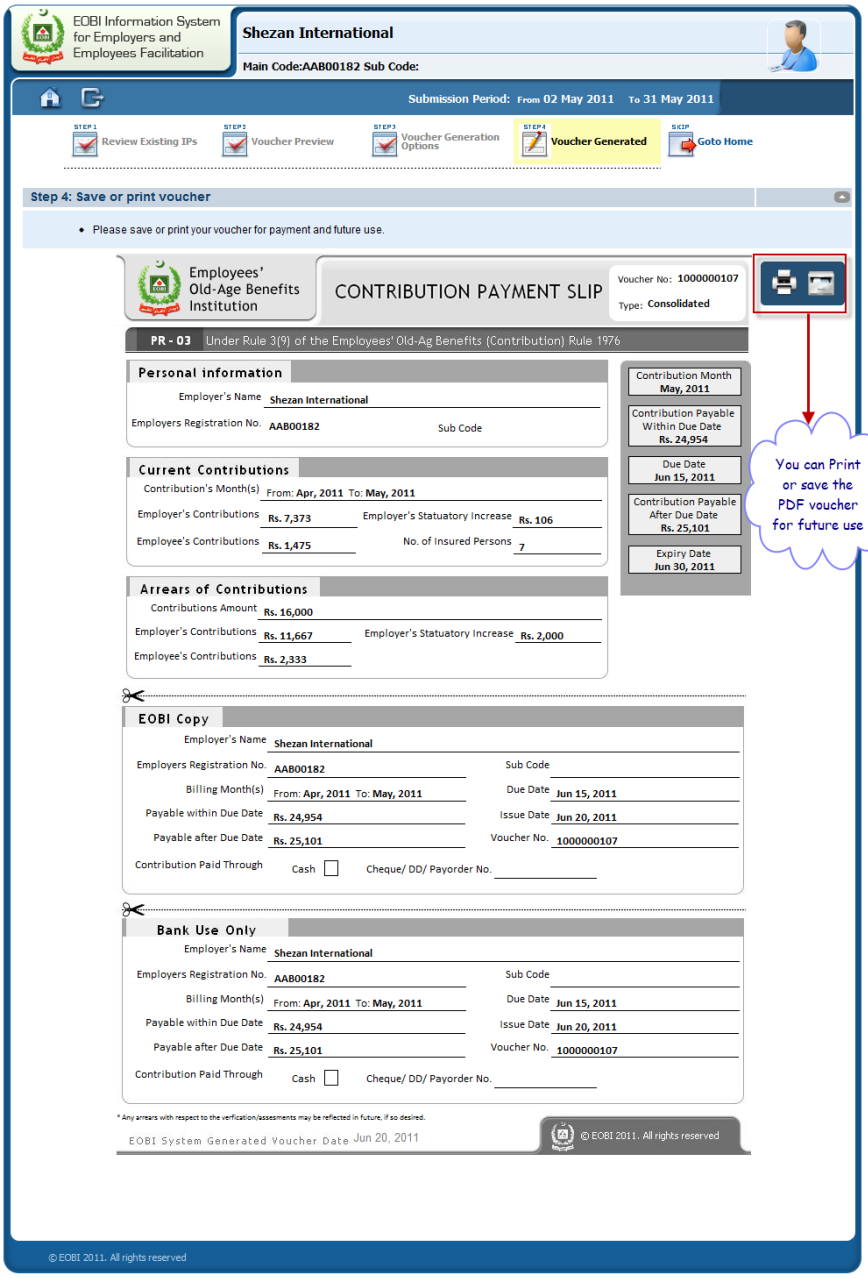
Step 4: Voucher Generated

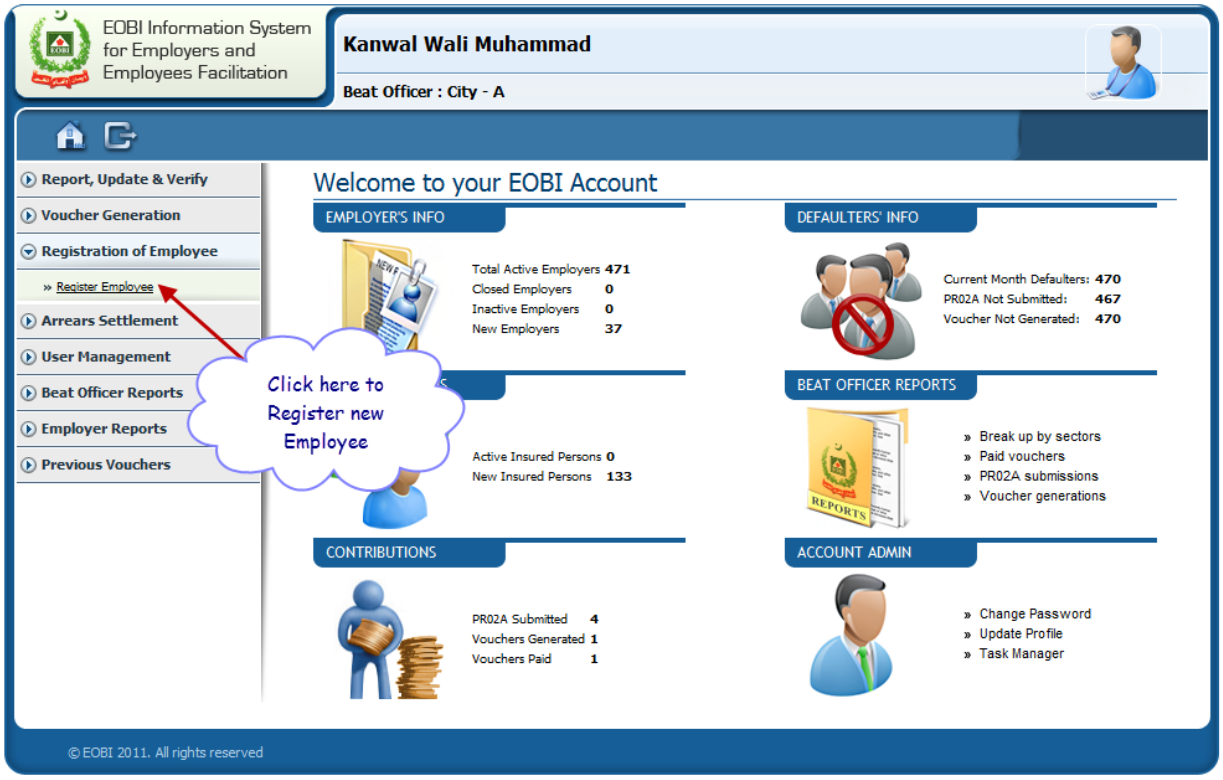
Please save or print your voucher for payment and future use.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Submission Period: From 02 May 2011 To 31 May 2011
Review Existing IPs
Voucher Preview
Voucher Generation Options
Voucher Generated
Goto Home
Step 4: Save or print voucher
Please save or print your voucher for payment and future use.
Employees' Old-Age Benefits Institution
CONTRIBUTION PAYMENT SLIP
Voucher No: 1000000107
Type: Consolidated
PR - 03 Under Rule 3(9) of the Employees' Old-Ag Benefits (Contribution) Rule 1976
Personal information
Employer's Name Shezan International
Employers Registration No. AAB00182 Sub Code
Current Contributions
Contribution's Month(s) From: Apr, 2011 To: May, 2011
Employer's Contributions Rs. 7,373 Employer's Statuatory Increase Rs. 106
Employee's Contributions Rs. 1,475 No. of Insured Persons 7
Arrears of Contributions
Contributions Amount Rs. 16,000
Employer's Contributions Rs. 11,667 Employer's Statuatory Increase Rs. 2,000
Employee's Contributions Rs. 2,333
Contribution Month May, 2011
Contribution Payable Within Due Date Rs. 24,954
Due Date Jun 15, 2011
Contribution Payable After Due Date Rs. 25,101
Expiry Date Jun 30, 2011
You can Print or save the PDF voucher for future use
EOBI Copy
Employer's Name Shezan International
Employers Registration No. AAB00182 Sub Code
Billing Month(s) From: Apr, 2011 To: May, 2011 Due Date Jun 15, 2011
Payable within Due Date Rs. 24,954 Issue Date Jun 20, 2011
Payable after Due Date Rs. 25,101 Voucher No. 1000000107
Contribution Paid Through Cash Cheque/ DD/ Payorder No.
Bank Use Only
Employer's Name Shezan International
Employers Registration No. AAB00182 Sub Code
Billing Month(s) From: Apr, 2011 To: May, 2011 Due Date Jun 15, 2011
Payable within Due Date Rs. 24,954 Issue Date Jun 20, 2011
Payable after Due Date Rs. 25,101 Voucher No. 1000000107
Contribution Paid Through Cash Cheque/ DD/ Payorder No.
* Any arrears with respect to the verification/assesments may be reflected in future, if so desired.
EOBI System Generated Voucher Date Jun 20, 2011
© EOBI 2011. All rights reserved
© EOBI 2011. All rights reserved

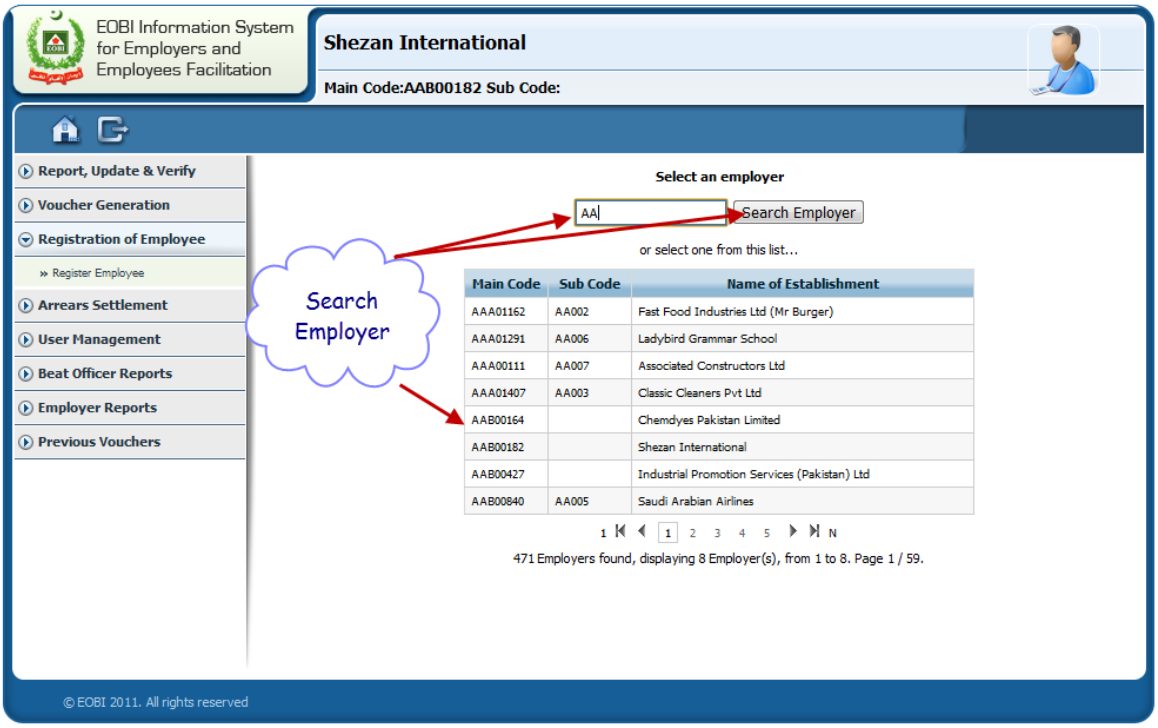
Note: The Regional Head can select the **Partial Arrear** or **Complete Arrear** option from the Voucher Type Section displayed in the case of **Arrear** or **Consolidated Type**. If you will select **Partial Arrear** the system will ask you to enter a partial amount which should be greater than half the arrear amount.

2.4.4 Insured Person Registration

Click on Register Insured Person link.



Enter Employer Code and click on search Employer. Click Next to proceed or Clear Results to search again.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Report, Update & Verify
Voucher Generation
Registration of Employee
» Register Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
Select an employer
AA
Search Employer
or select one from this list...
Search Employer
Main Code
Sub Code
Name of Establishment
AAA01162 AA002 Fast Food Industries Ltd (Mr Burger)
AAA01291 AA006 Ladybird Grammar School
AAA00111 AA007 Associated Constructors Ltd
AAA01407 AA003 Classic Cleaners Pvt Ltd
AAB00164 Chemdyes Pakistan Limited
AAB00182 Shezan International
AAB00427 Industrial Promotion Services (Pakistan) Ltd
AAB00840 AA005 Saudi Arabian Airlines
1 1 2 3 4 5 N
471 Employers found, displaying 8 Employer(s), from 1 to 8. Page 1 / 59.
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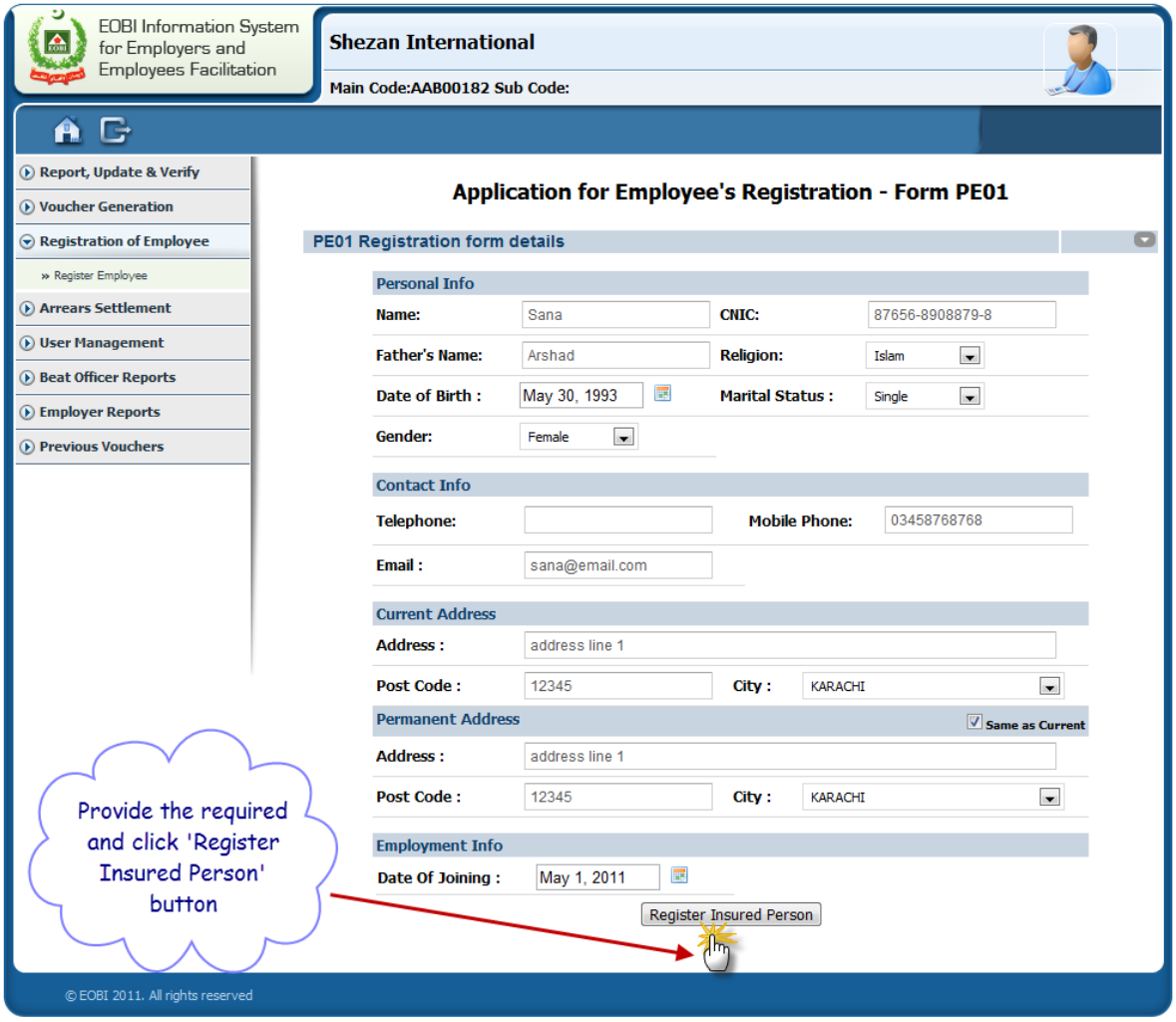
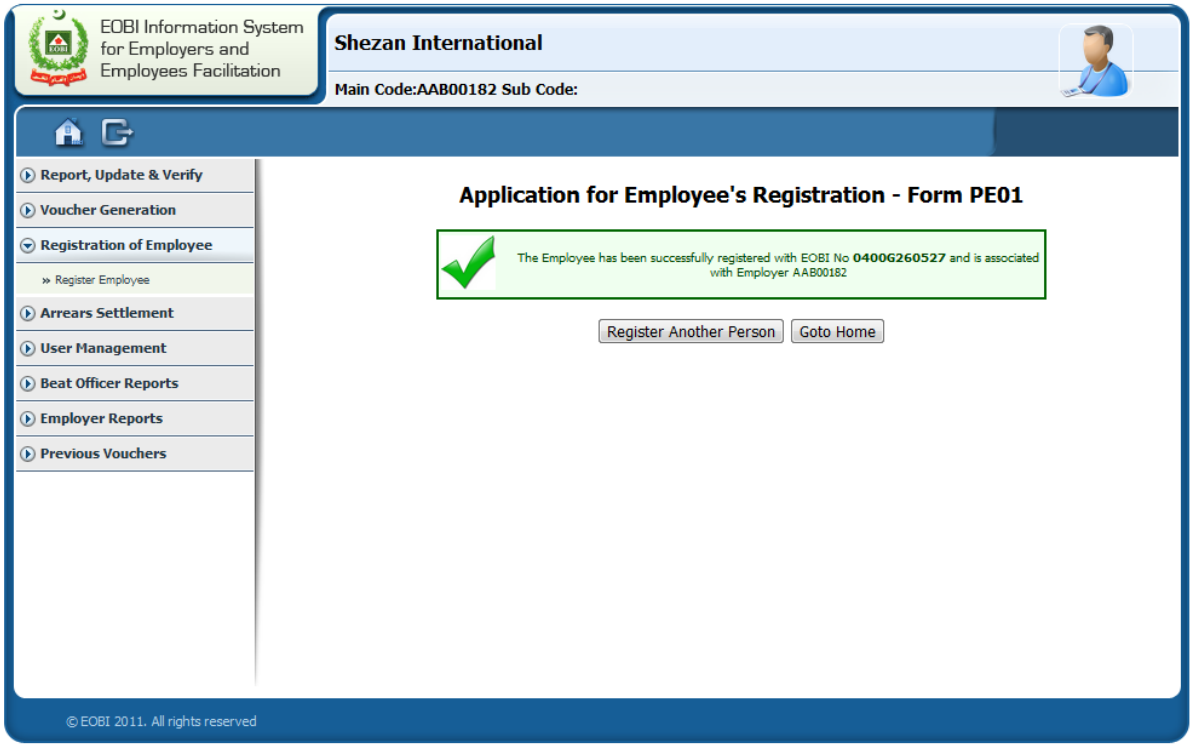
Enter the information in the PE 01 Form for new employee. Follow the instrcutions when entering the information.

Click Register Insured Person button to submit the registration form!



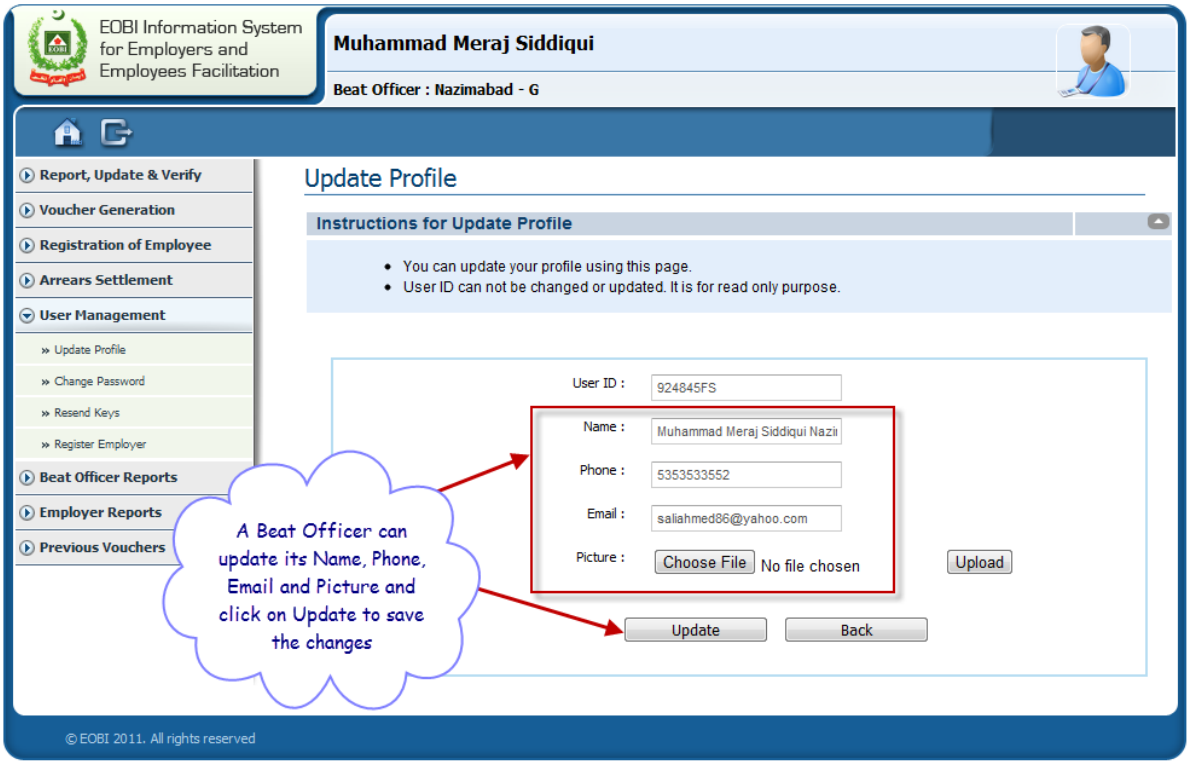
You will receive a success message and the employee will be given an EOBI No for future use.


EOBI Information System for Employers and Employees Facilitation
Shezan International
Main Code:AAB00182 Sub Code:
Report, Update & Verify
Voucher Generation
Registration of Employee
» Register Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
Application for Employee's Registration - Form PE01
The Employee has been successfully registered with EOBI No 0400G260527 and is associated with Employer AAB00182
Register Another Person
Goto Home
© EOBI 2011. All rights reserved

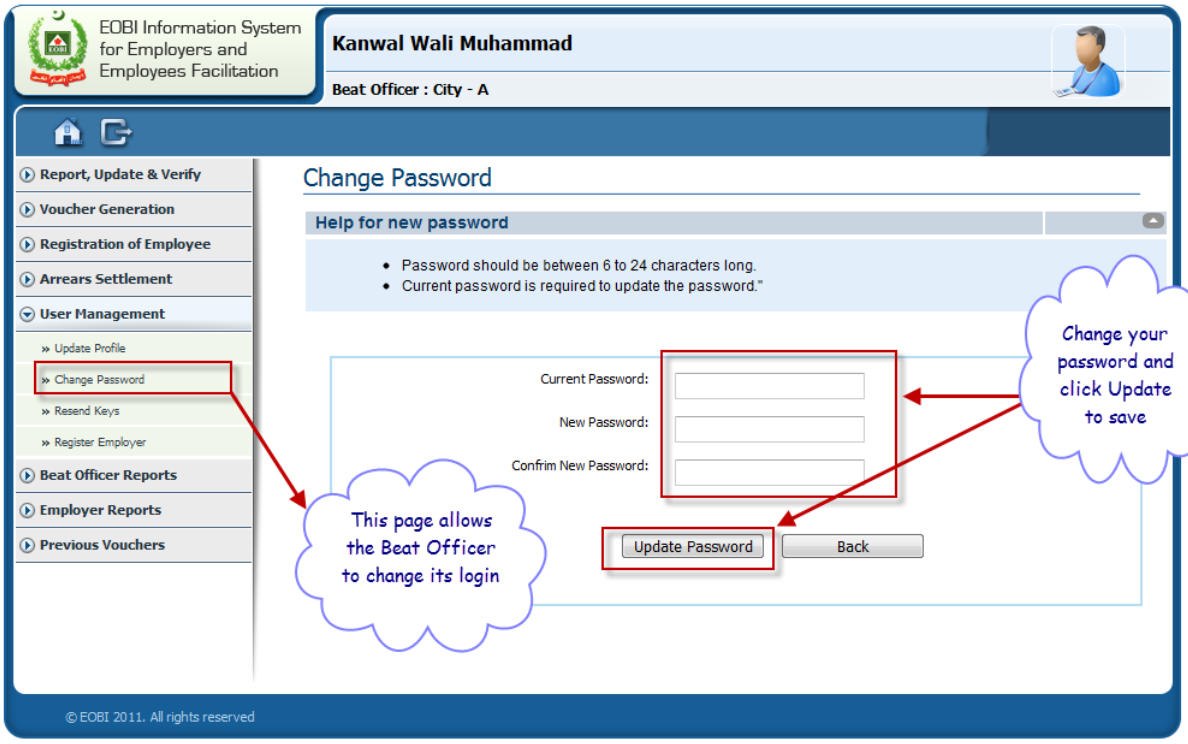
2.4.5 User Management

Update Profile:

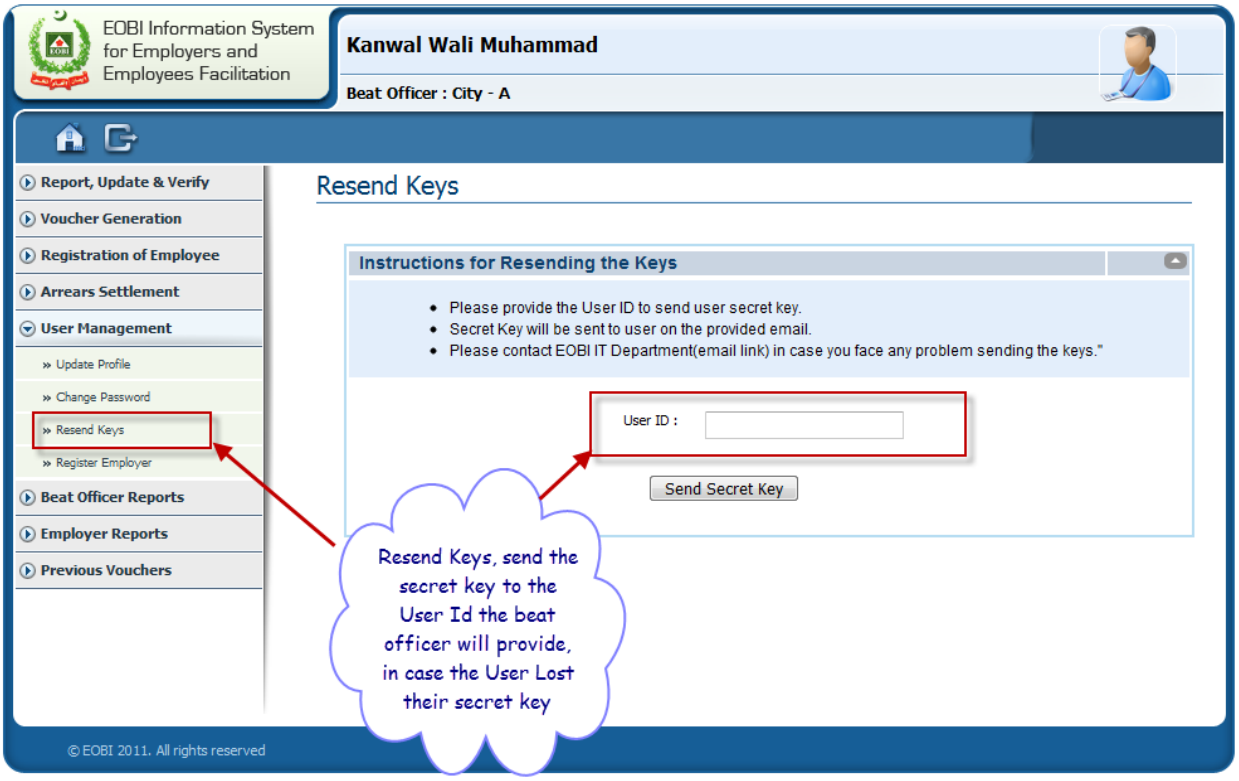
Update profile gives the Beat Officer a page to update its profile options such as


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Update Profile
Instructions for Update Profile
You can update your profile using this page.
User ID can not be changed or updated. It is for read only purpose.
User ID :
924845FS
Name :
Muhammad Meraj Siddiqui Nazir
Phone :
5353533552
Email :
saliahmed86@yahoo.com
Picture :
Choose File
No file chosen
Upload
Update
Back
A Beat Officer can update its Name, Phone, Email and Picture and click on Update to save the changes
© EOBI 2011. All rights reserved

Change Password:



Resend Keys:


EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Resend Keys
Instructions for Resending the Keys
Please provide the User ID to send user secret key.
Secret Key will be sent to user on the provided email.
Please contact EOBI IT Department(email link) in case you face any problem sending the keys."
User ID :
Send Secret Key
Resend Keys, send the secret key to the User Id the beat officer will provide, in case the User Lost their secret key
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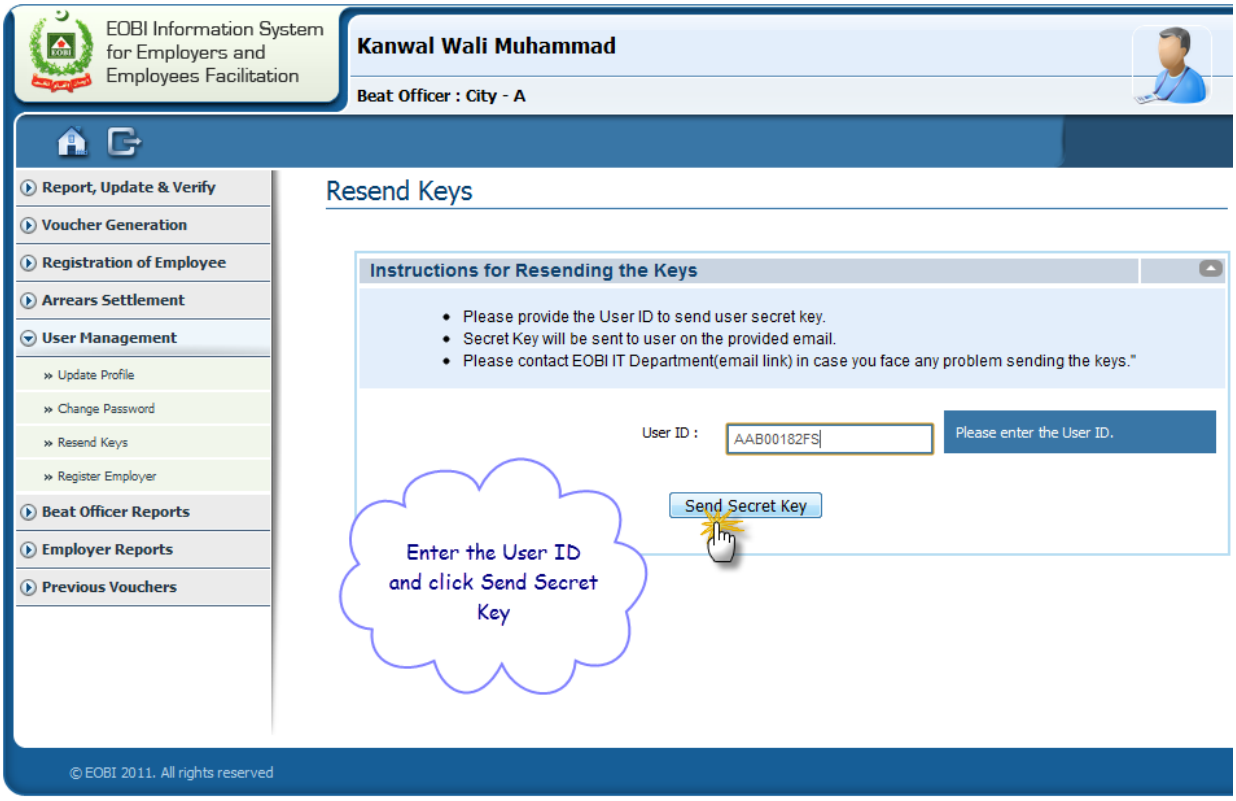
EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Resend Keys
Instructions for Resending the Keys
Please provide the User ID to send user secret key.
Secret Key will be sent to user on the provided email.
Please contact EOBI IT Department(email link) in case you face any problem sending the keys."
User ID :
AAB00182FS
Please enter the User ID.
Send Secret Key
Enter the User ID and click Send Secret Key
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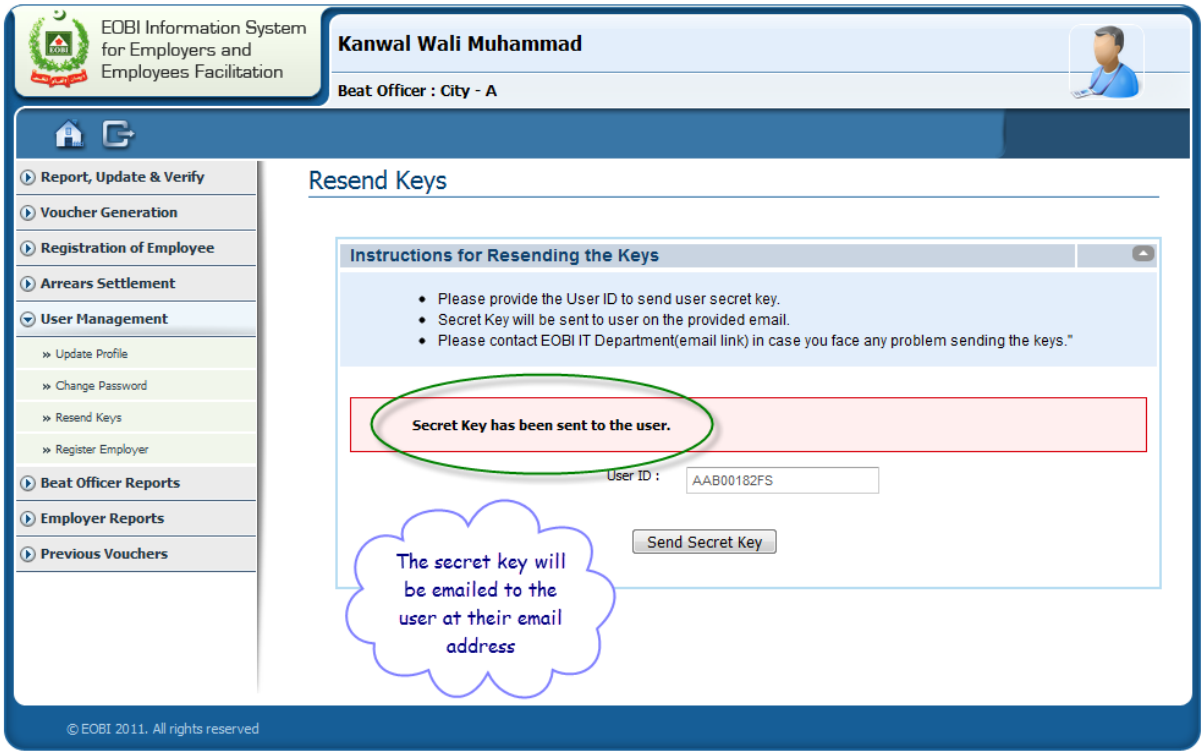
EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Resend Keys
Instructions for Resending the Keys
Please provide the User ID to send user secret key.
Secret Key will be sent to user on the provided email.
Please contact EOBI IT Department(email link) in case you face any problem sending the keys."
Secret Key has been sent to the user.
User ID :
AAB00182FS
Send Secret Key
The secret key will be emailed to the user at their email address
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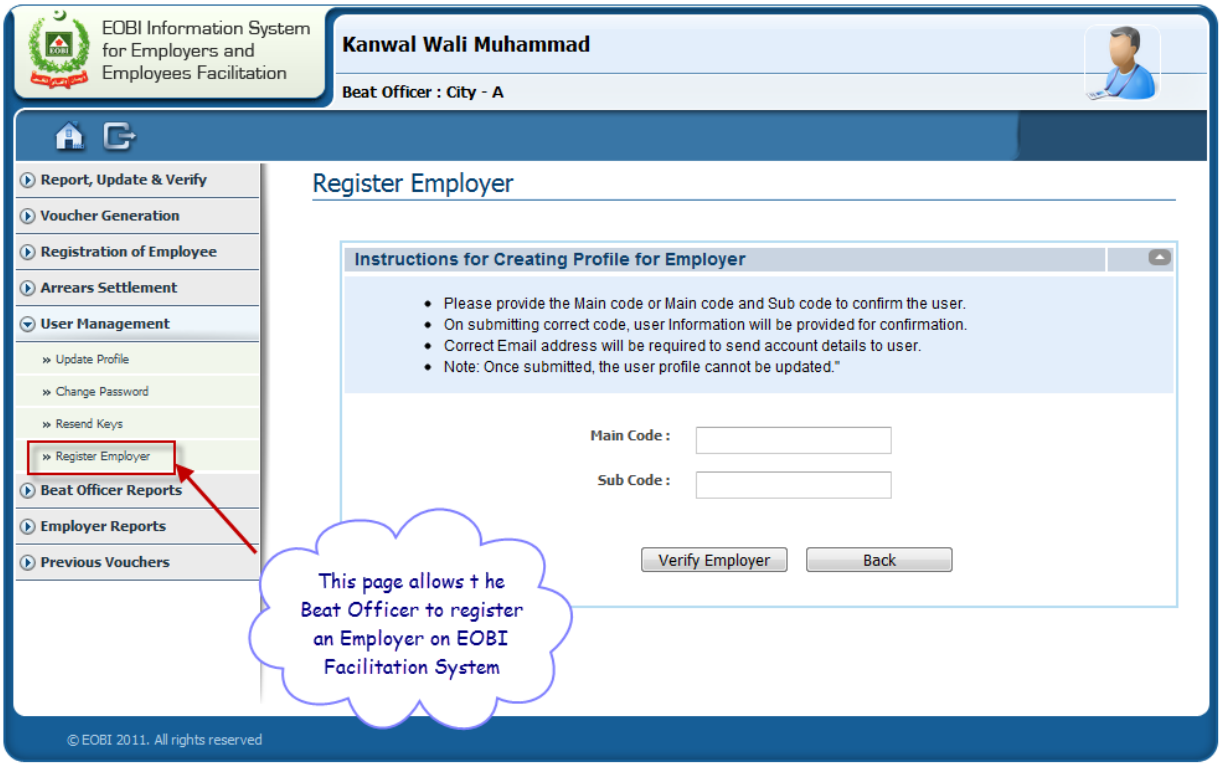
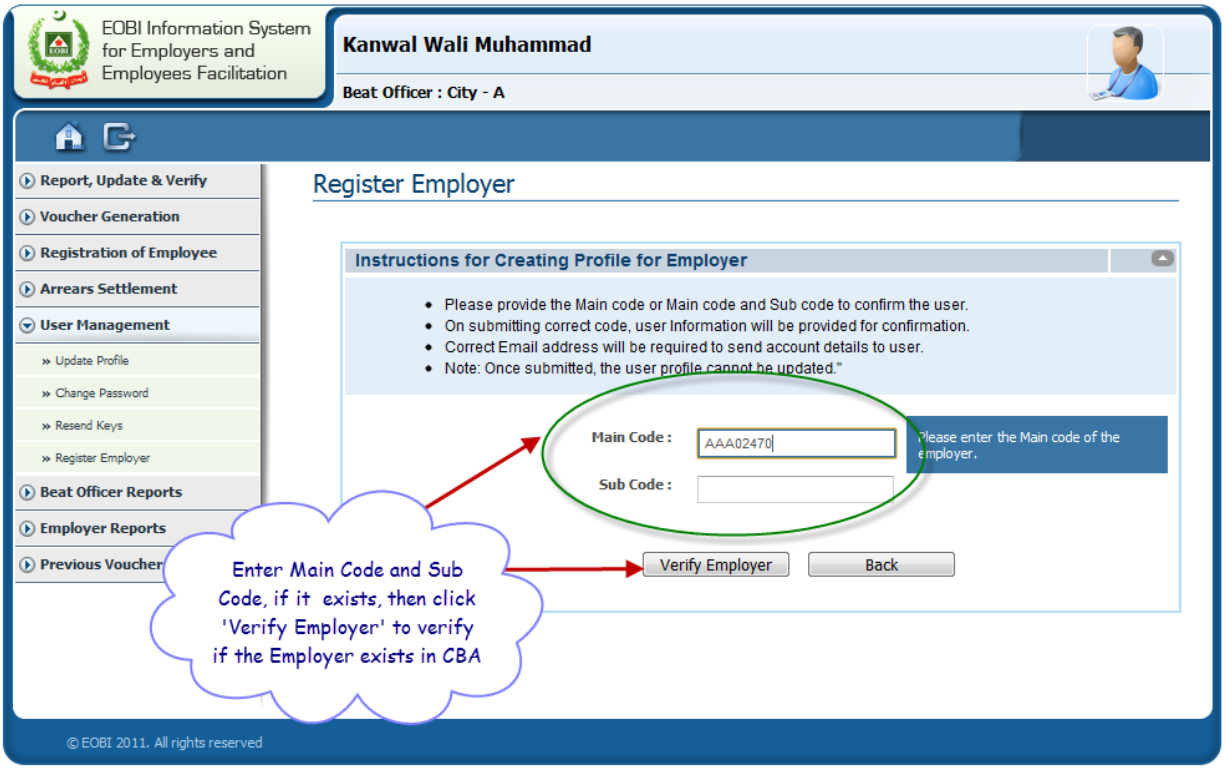
Create User for Employer:


EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Register Employer
Instructions for Creating Profile for Employer
Please provide the Main code or Main code and Sub code to confirm the user.
On submitting correct code, user Information will be provided for confirmation.
Correct Email address will be required to send account details to user.
Note: Once submitted, the user profile cannot be updated."
Main Code :
Sub Code :
Verify Employer
Back
This page allows t he Beat Officer to register an Employer on EOBI Facilitation System
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Voucher
Register Employer
Instructions for Creating Profile for Employer
Please provide the Main code or Main code and Sub code to confirm the user.
On submitting correct code, user Information will be provided for confirmation.
Correct Email address will be required to send account details to user.
Note: Once submitted, the user profile cannot be updated."
Main Code :
AAA02470
Please enter the Main code of the employer.
Sub Code :
Verify Employer
Back
Enter Main Code and Sub Code, if it exists, then click 'Verify Employer' to verify if the Employer exists in CBA
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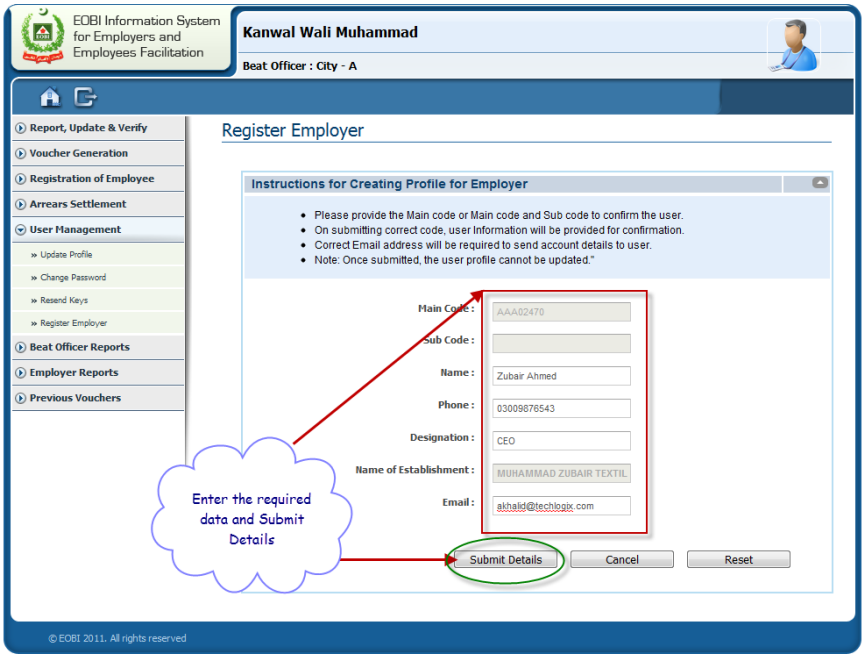
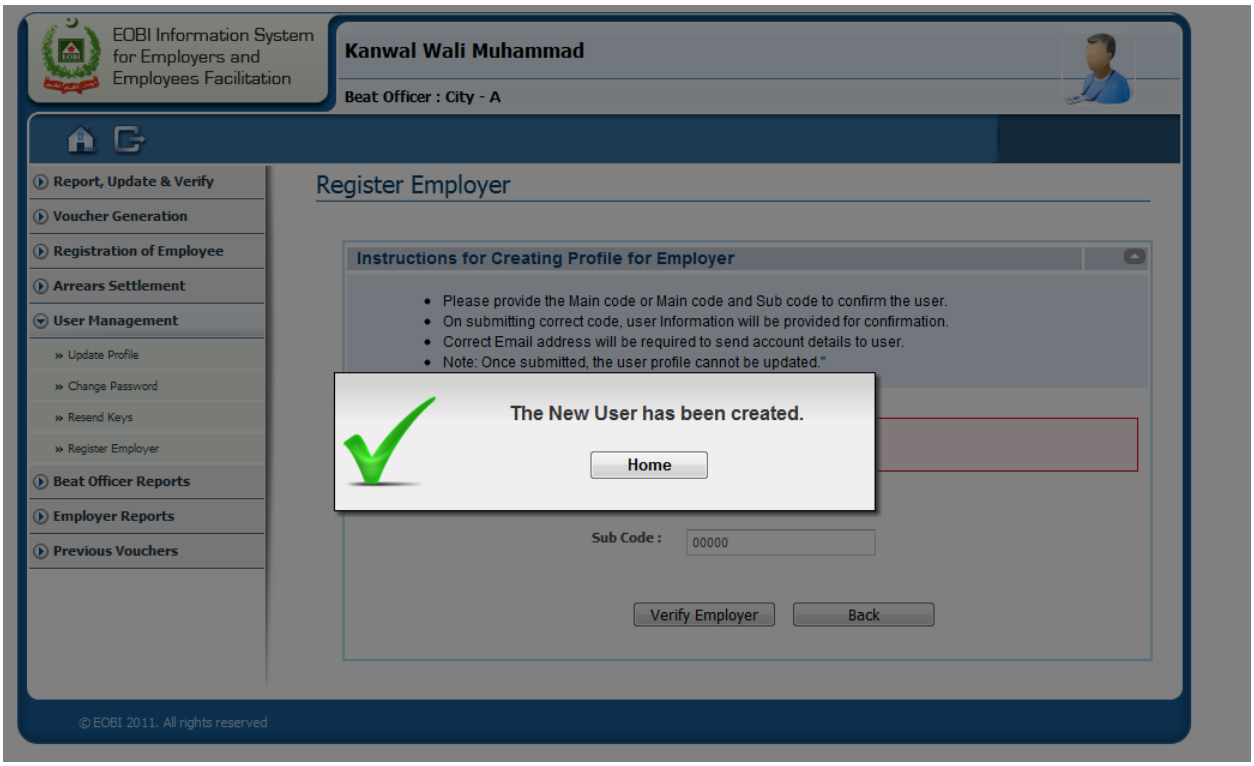
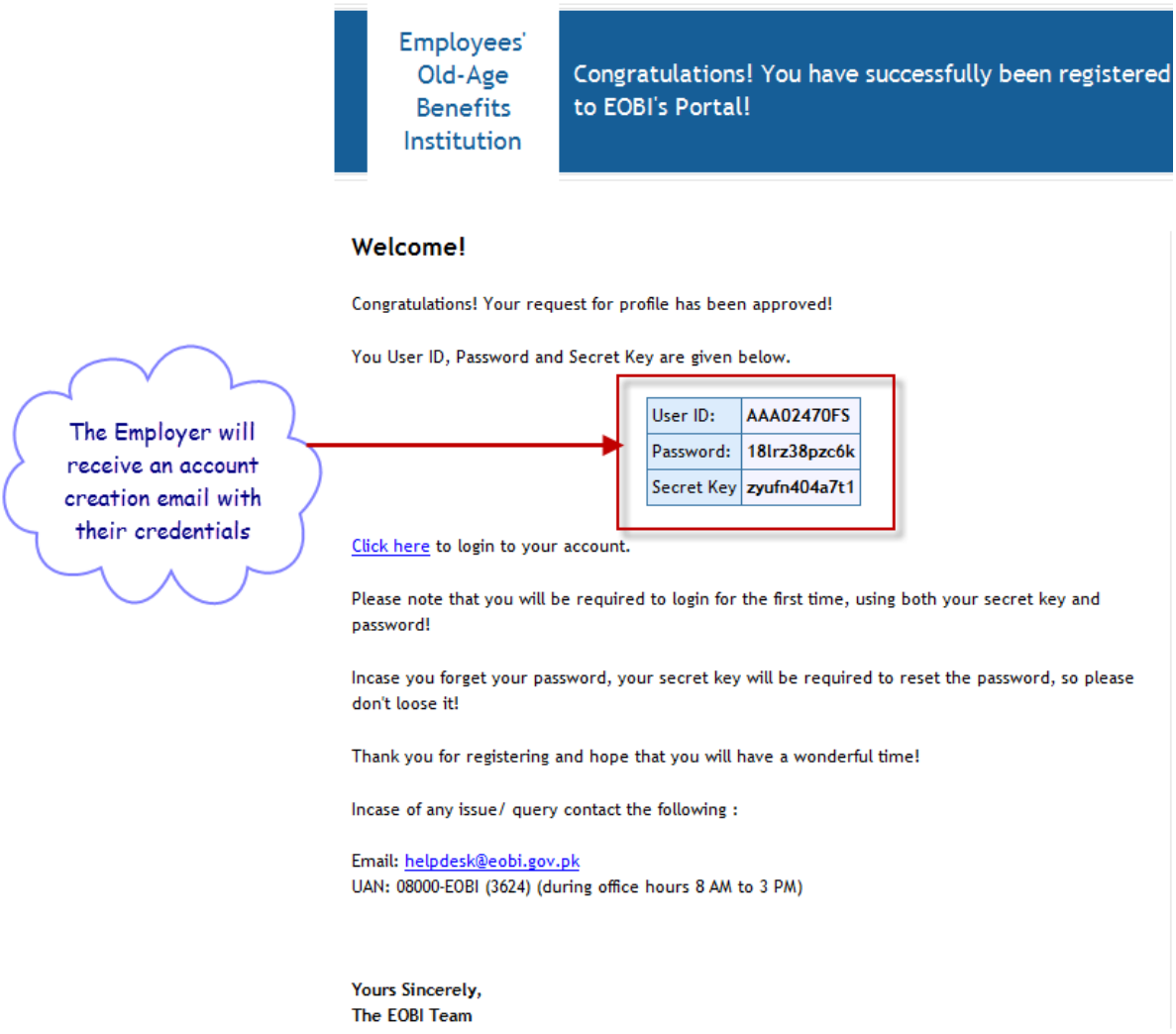
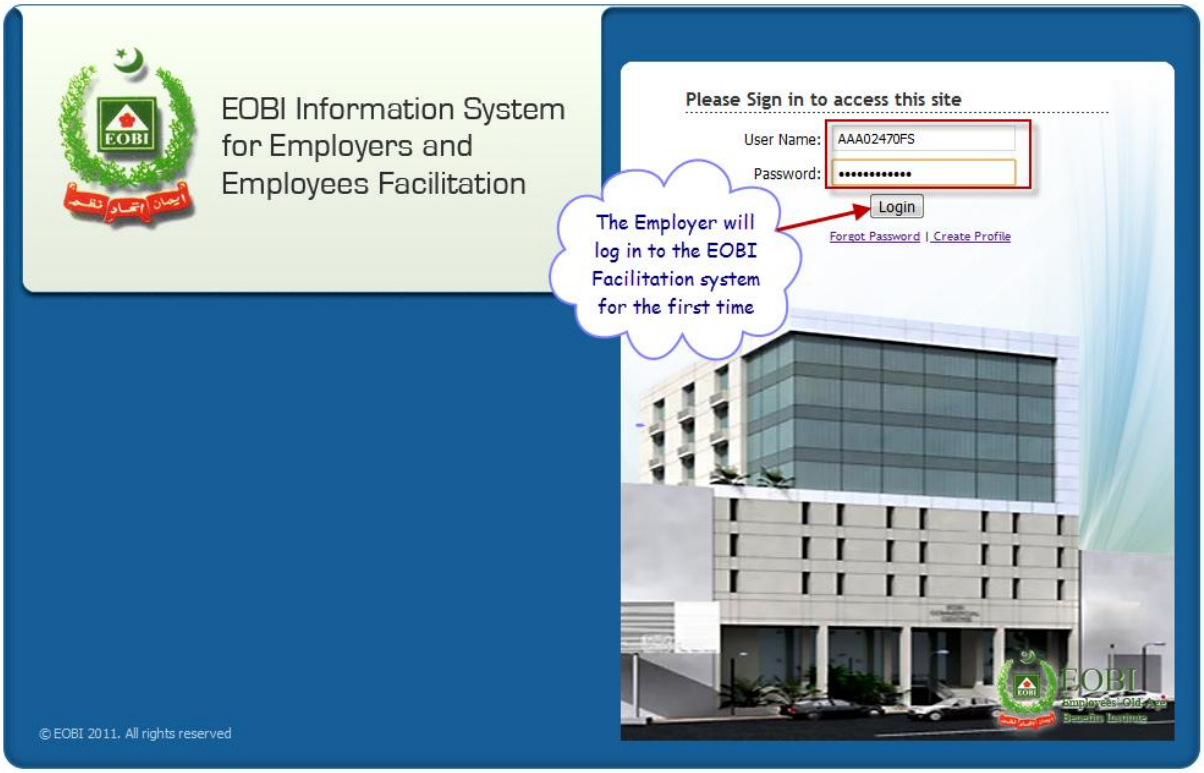
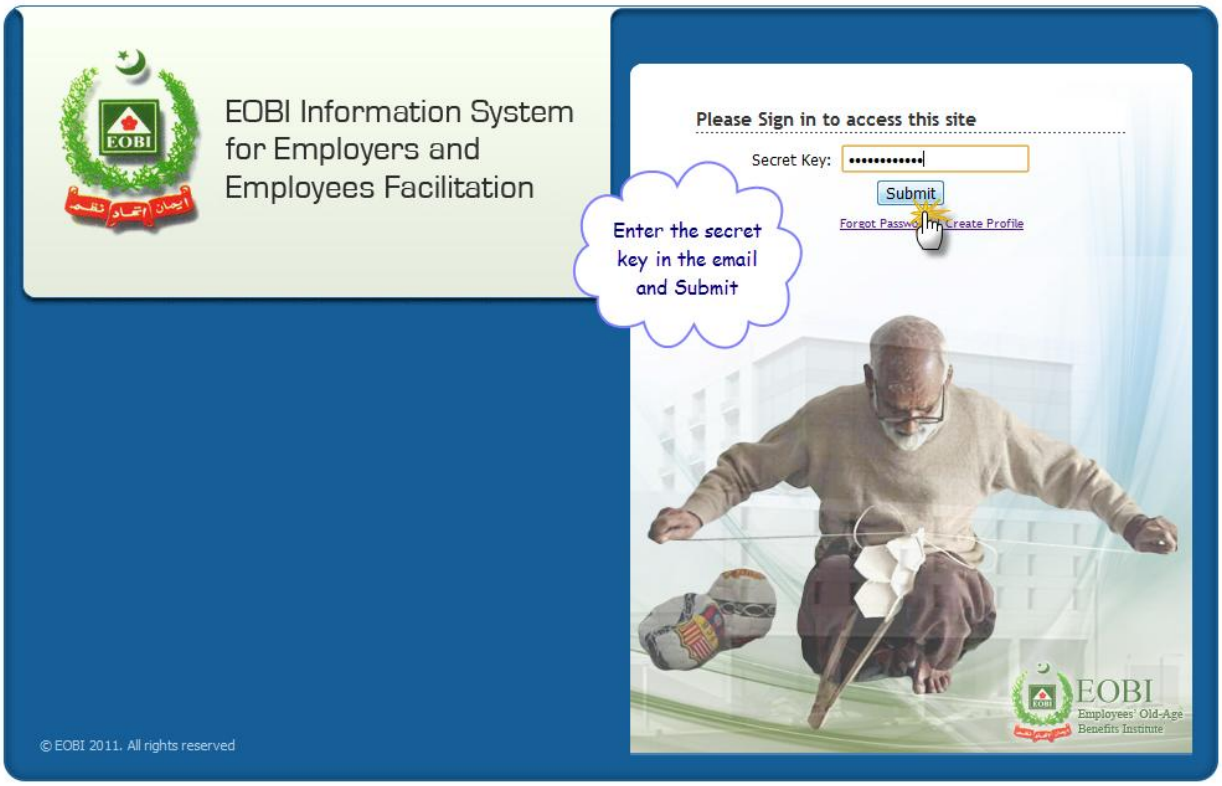
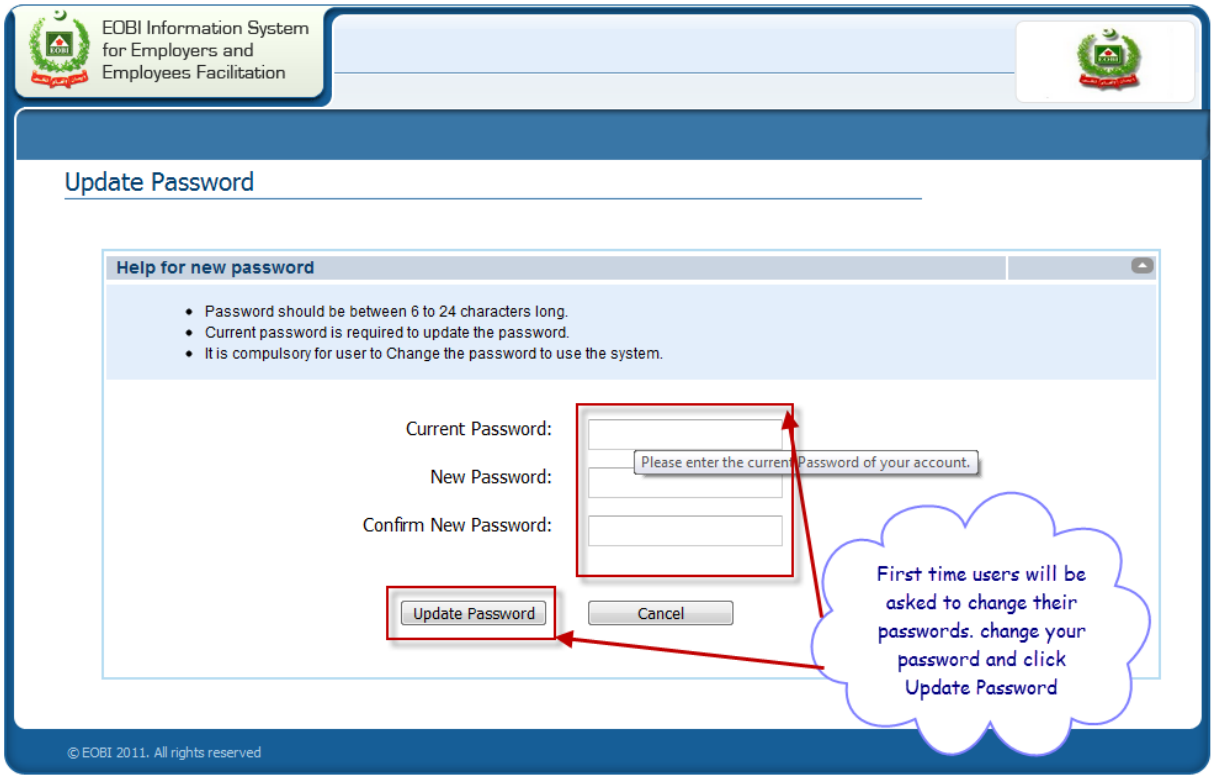

EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Register Employer
Instructions for Creating Profile for Employer
Please provide the Main code or Main code and Sub code to confirm the user.
On submitting correct code, user Information will be provided for confirmation.
Correct Email address will be required to send account details to user.
Note: Once submitted, the user profile cannot be updated."
Main Code :
AAA02470
Sub Code :
Name :
Zubair Ahmed
Phone :
03009876543
Designation :
CEO
Name of Establishment :
MUHAMMAD ZUBAIR TEXTIL
Email :
akhalid@techlogix.com
Enter the required data and Submit Details
Submit Details
Cancel
Reset
© EOBI 2011. All rights reserved

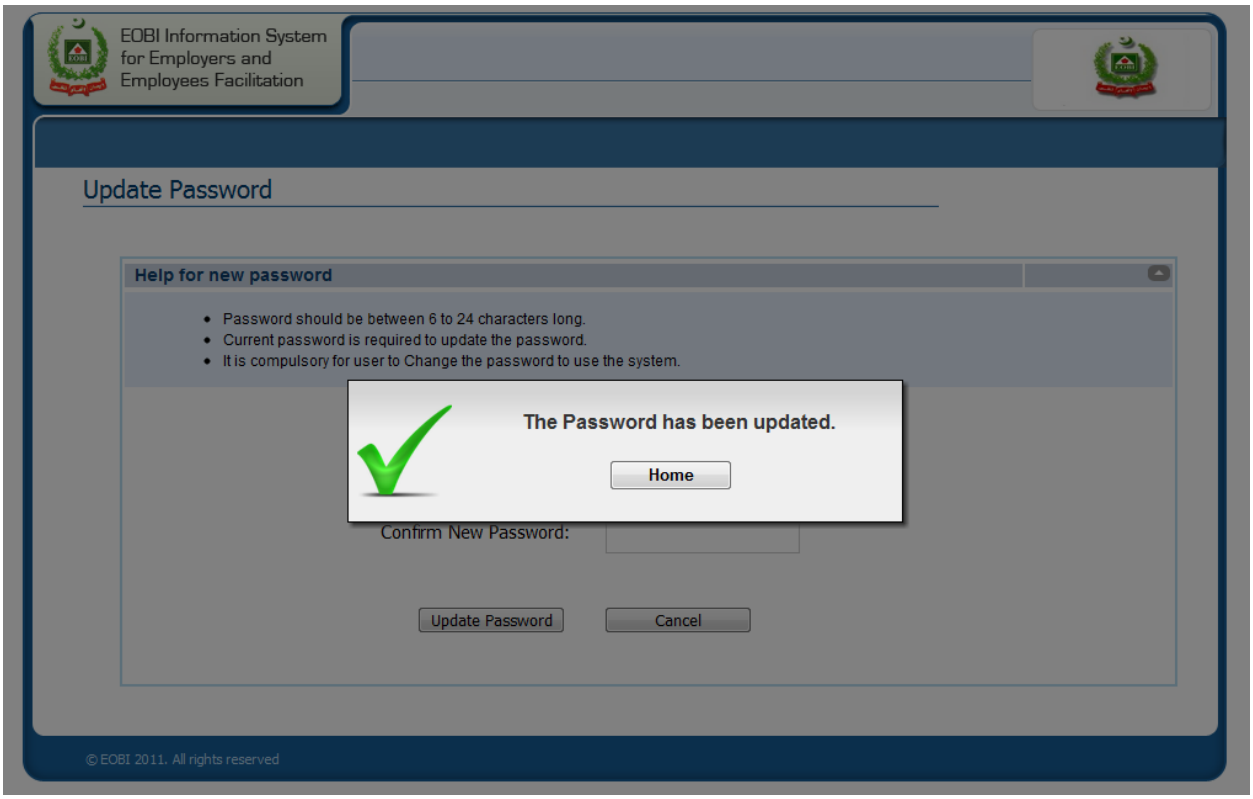

EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
» Update Profile
» Change Password
» Resend Keys
» Register Employer
Beat Officer Reports
Employer Reports
Previous Vouchers
Register Employer
Instructions for Creating Profile for Employer
Please provide the Main code or Main code and Sub code to confirm the user.
On submitting correct code, user Information will be provided for confirmation.
Correct Email address will be required to send account details to user.
Note: Once submitted, the user profile cannot be updated."
The New User has been created.
Home
Sub Code :
00000
Verify Employer
Back
© EOBI 2011. All rights reserved

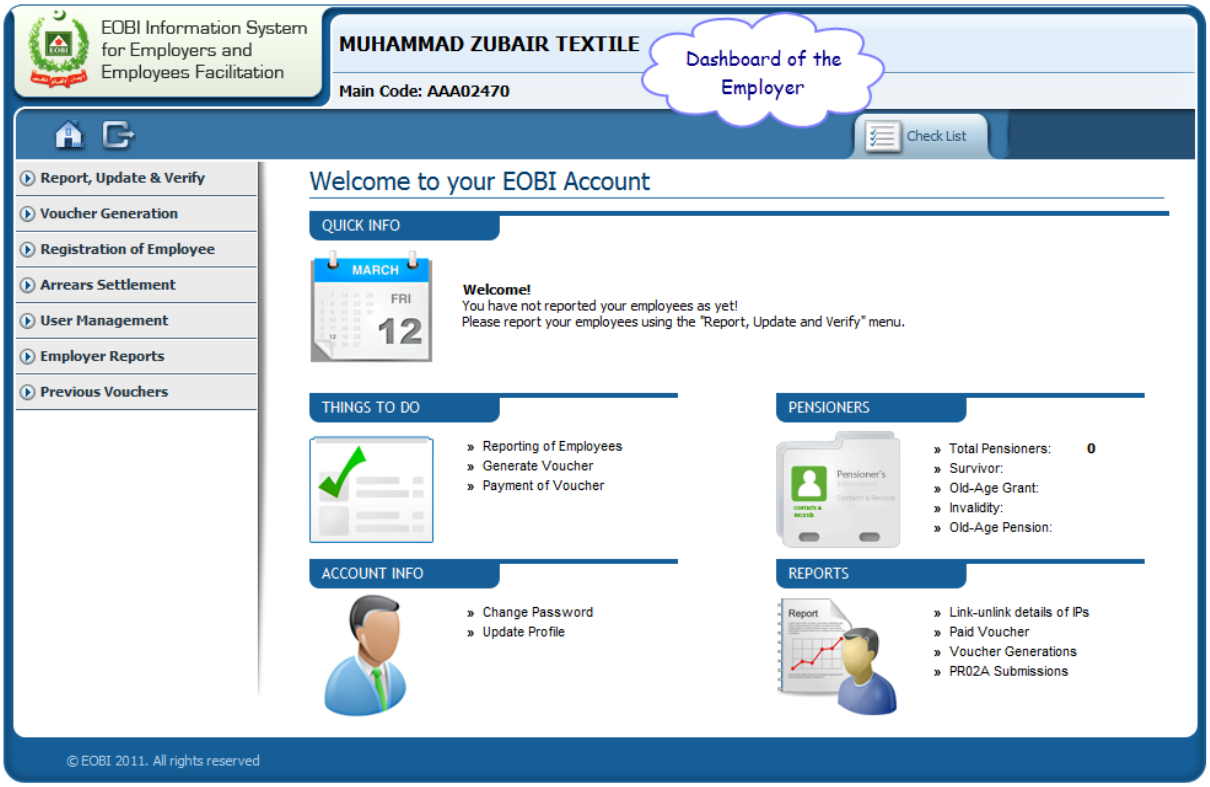

Employees' Old-Age Benefits Institution
Congratulations! You have successfully been registered to EOBI's Portal!
Welcome!
Congratulations! Your request for profile has been approved!
You User ID, Password and Secret Key are given below.
User ID: AAA02470FS
Password: 18lrz38pzc6k
Secret Key zyufn404a7t1
Click here to login to your account.
Please note that you will be required to login for the first time, using both your secret key and password!
Incase you forget your password, your secret key will be required to reset the password, so please don't loose it!
Thank you for registering and hope that you will have a wonderful time!
Incase of any issue/ query contact the following :
Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)
Yours Sincerely,
The EOBI Team
The Employer will receive an account creation email with their credentials


EOBI Information System for Employers and Employees Facilitation
Please Sign in to access this site
User Name:
AAA02470FS
Password:
Login
Forgot Password | Create Profile
The Employer will log in to the EOBI Facilitation system for the first time
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Please Sign in to access this site
Secret Key:
Submit
Forgot Passwo
Create Profile
Enter the secret key in the email and Submit
EOBI
Employees' Old-Age Benefits Institute
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Update Password
Help for new password
Password should be between 6 to 24 characters long.
Current password is required to update the password.
It is compulsory for user to Change the password to use the system.
Current Password:
New Password:
Confirm New Password:
Please enter the current Password of your account.
Update Password
Cancel
First time users will be asked to change their passwords. change your password and click Update Password
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Update Password
Help for new password
Password should be between 6 to 24 characters long.
Current password is required to update the password.
It is compulsory for user to Change the password to use the system.
The Password has been updated.
Home
Confirm New Password:
Update Password
Cancel
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
MUHAMMAD ZUBAIR TEXTILE
Main Code: AAA02470
Dashboard of the Employer
Check List
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Employer Reports
Previous Vouchers
Welcome to your EOBI Account
QUICK INFO
MARCH
FRI
12
Welcome!
You have not reported your employees as yet!
Please report your employees using the "Report, Update and Verify" menu.
THINGS TO DO
» Reporting of Employees
» Generate Voucher
» Payment of Voucher
PENSIONERS
» Total Pensioners: 0
» Survivor:
» Old-Age Grant:
» Invalidity:
» Old-Age Pension:
ACCOUNT INFO
» Change Password
» Update Profile
REPORTS
Report
» Link-unlink details of IPs
» Paid Voucher
» Voucher Generations
» PR02A Submissions
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2.4.6 Reports:

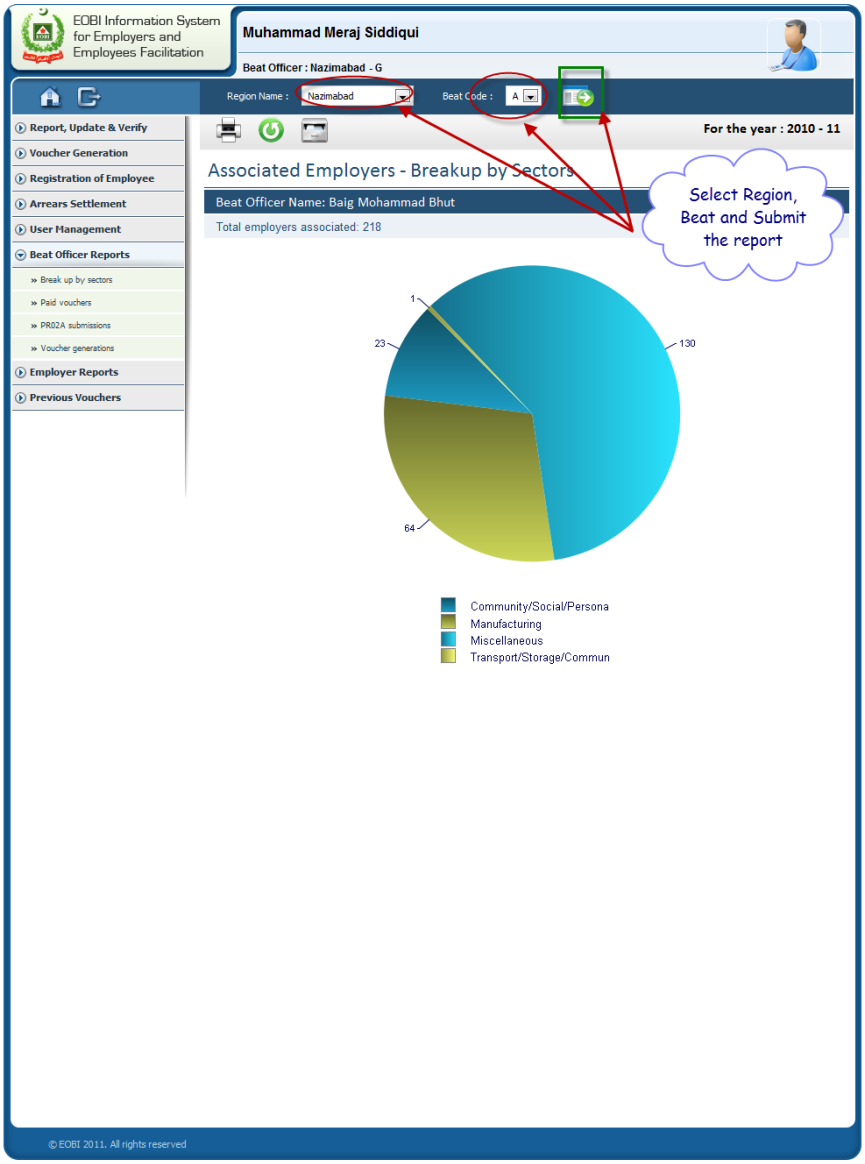
The system offers different roles based reporting facilities its users. You can view different statistics and reports on the basis of a wide variety of inputs for the current fiscal year.

You can print and export the reports in various formats as well.

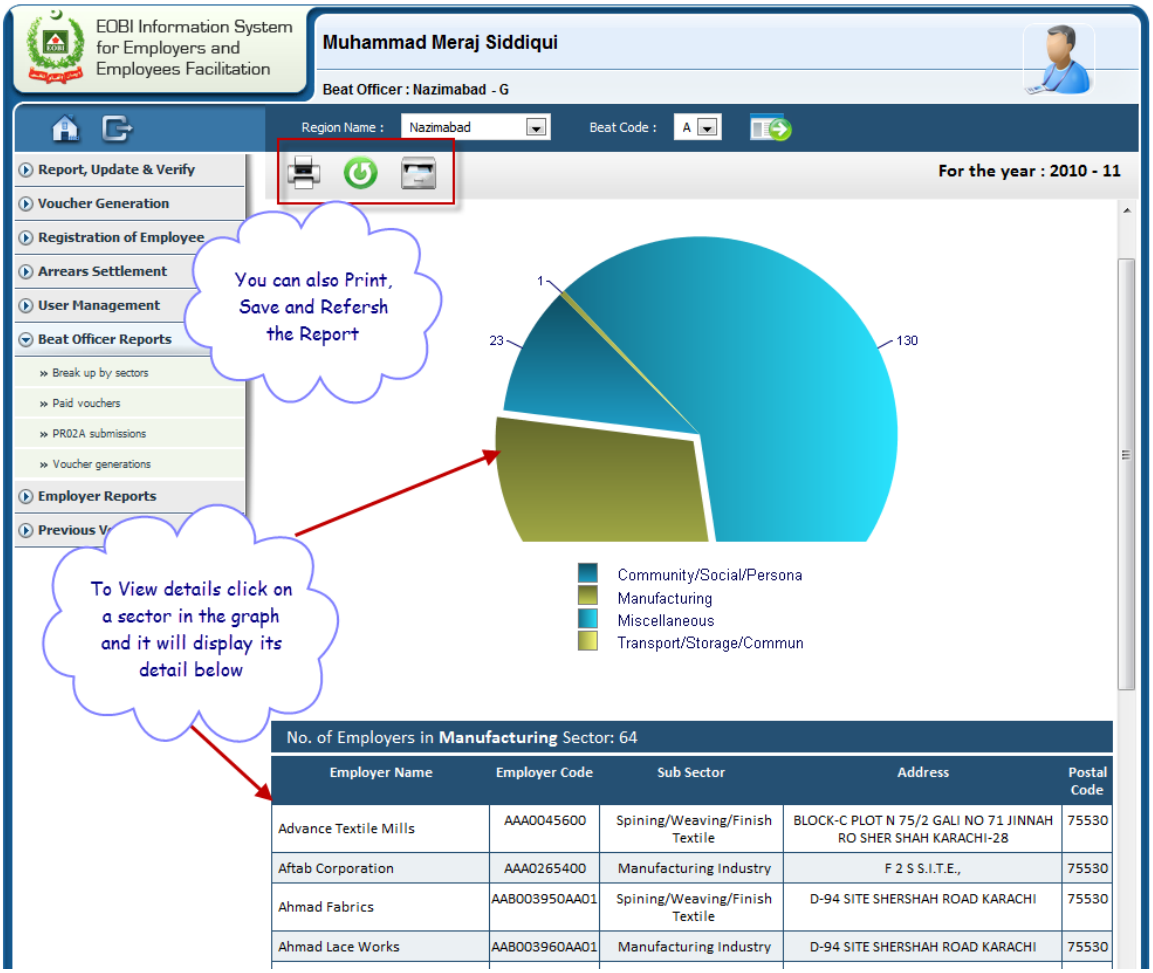
Beat Officer Reports:

The EFS application provides 4 types of Beat Officer reports.

Revenue Break up by Sector: This report offers the total revenue generated by a particular region's beat in terms of the Sector break up for the current fiscal year.

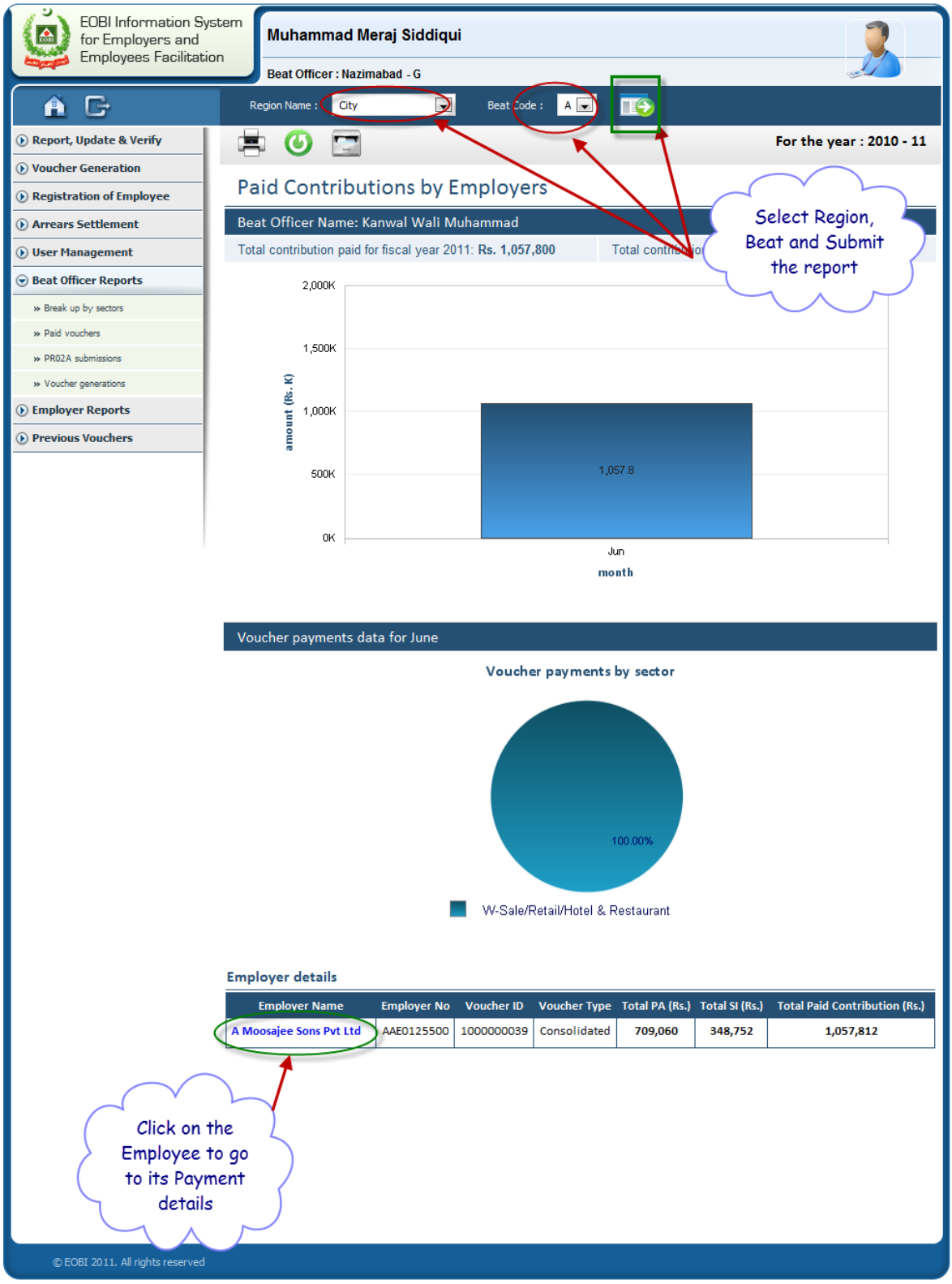


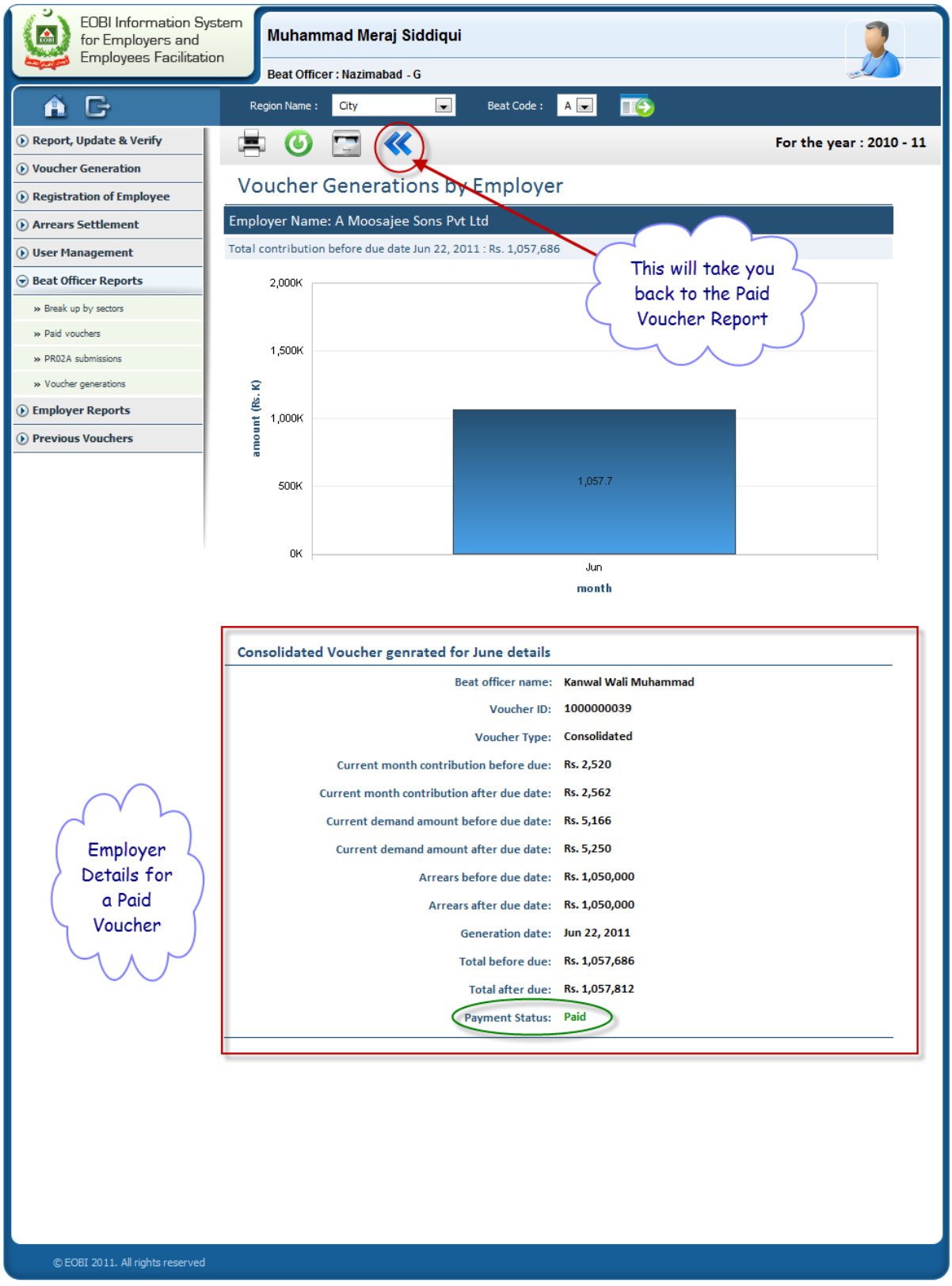
Click on any particular section, this will give you the detailed Employer records in that section



Paid Vouchers: Shows all the Paid Vouchers for the region and beat selected for the current fiscal year.

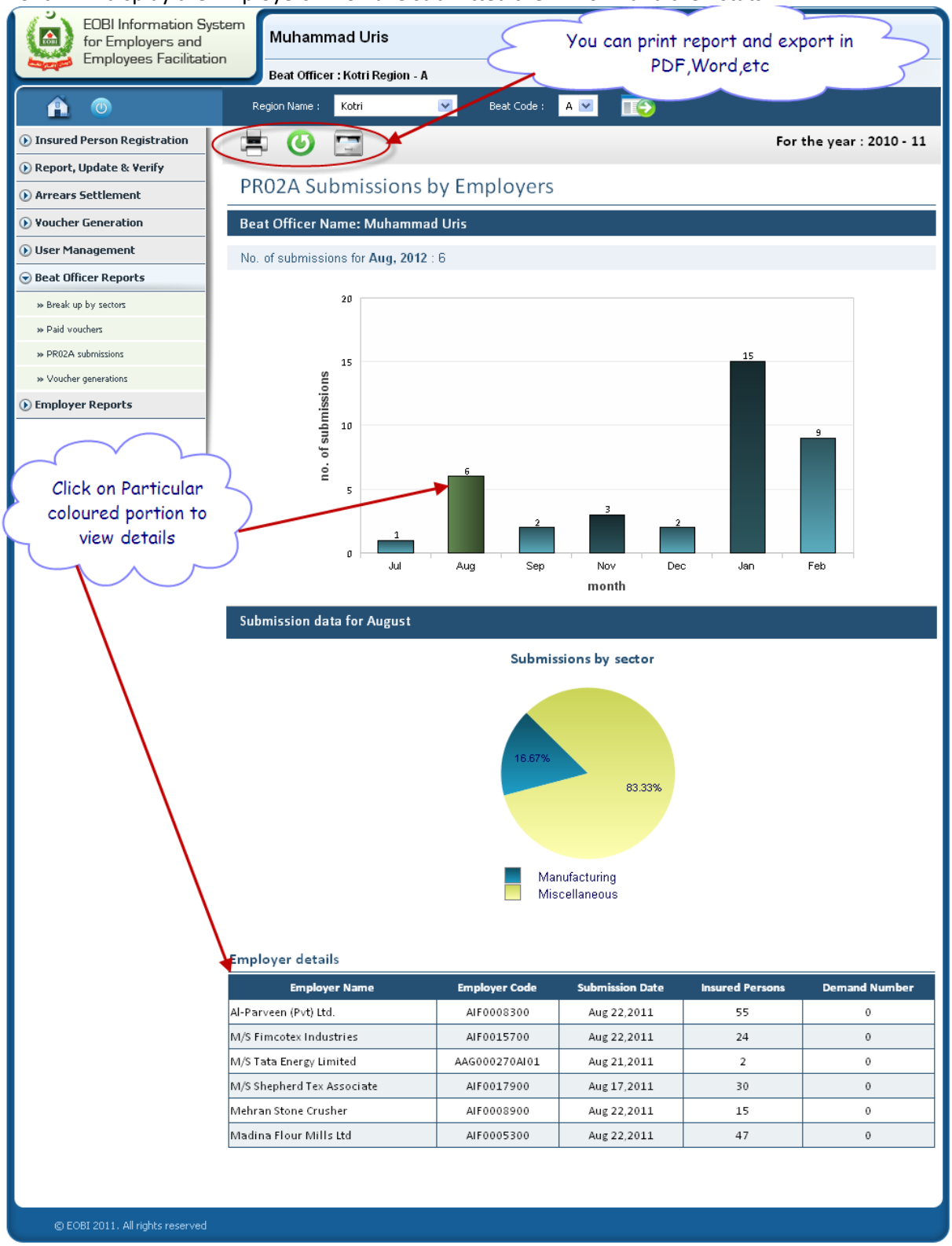
The Paid Voucher report shows you the paid vouchers and their paid amounts based on the three voucher generation types, i.e. the **Current Demand, Arrears and Consolidated** voucher types. Select on the month and it will highlight the section (in red) and will show you t he detailed information in the section below.


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Region Name : City
Beat Code : A
For the year : 2010 - 11
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
» Break up by sectors
» Paid vouchers
» PR02A submissions
» Voucher generations
Employer Reports
Previous Vouchers
Paid Contributions by Employers
Beat Officer Name: Kanwal Wali Muhammad
Total contribution paid for fiscal year 2011: Rs. 1,057,800
Select Region, Beat and Submit the report
2,000K
1,500K
1,000K
500K
0K
amount (Rs. K)
1,057.8
Jun
month
Voucher payments data for June
Voucher payments by sector
100.00%
W-Sale/Retail/Hotel & Restaurant
Employer details
Employer Name
Employer No
Voucher ID
Voucher Type
Total PA (Rs.)
Total SI (Rs.)
Total Paid Contribution (Rs.)
A Moosajee Sons Pvt Ltd
AAE0125500
1000000039
Consolidated
709,060
348,752
1,057,812
Click on the Employee to go to its Payment details
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Region Name : City
Beat Code : A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
» Break up by sectors
» Paid vouchers
» PR02A submissions
» Voucher generations
Employer Reports
Previous Vouchers
For the year : 2010 - 11
Voucher Generations by Employer
Employer Name: A Moosajee Sons Pvt Ltd
Total contribution before due date Jun 22, 2011 : Rs. 1,057,686
This will take you back to the Paid Voucher Report
2,000K
1,500K
1,000K
500K
0K
amount (Rs. K)
1,057.7
Jun
month
Consolidated Voucher genrated for June details
Beat officer name: Kanwal Wali Muhammad
Voucher ID: 1000000039
Voucher Type: Consolidated
Current month contribution before due: Rs. 2,520
Current month contribution after due date: Rs. 2,562
Current demand amount before due date: Rs. 5,166
Current demand amount after due date: Rs. 5,250
Arrears before due date: Rs. 1,050,000
Arrears after due date: Rs. 1,050,000
Generation date: Jun 22, 2011
Total before due: Rs. 1,057,686
Total after due: Rs. 1,057,812
Payment Status: Paid
Employer Details for a Paid Voucher
© EOBI 2011. All rights reserved

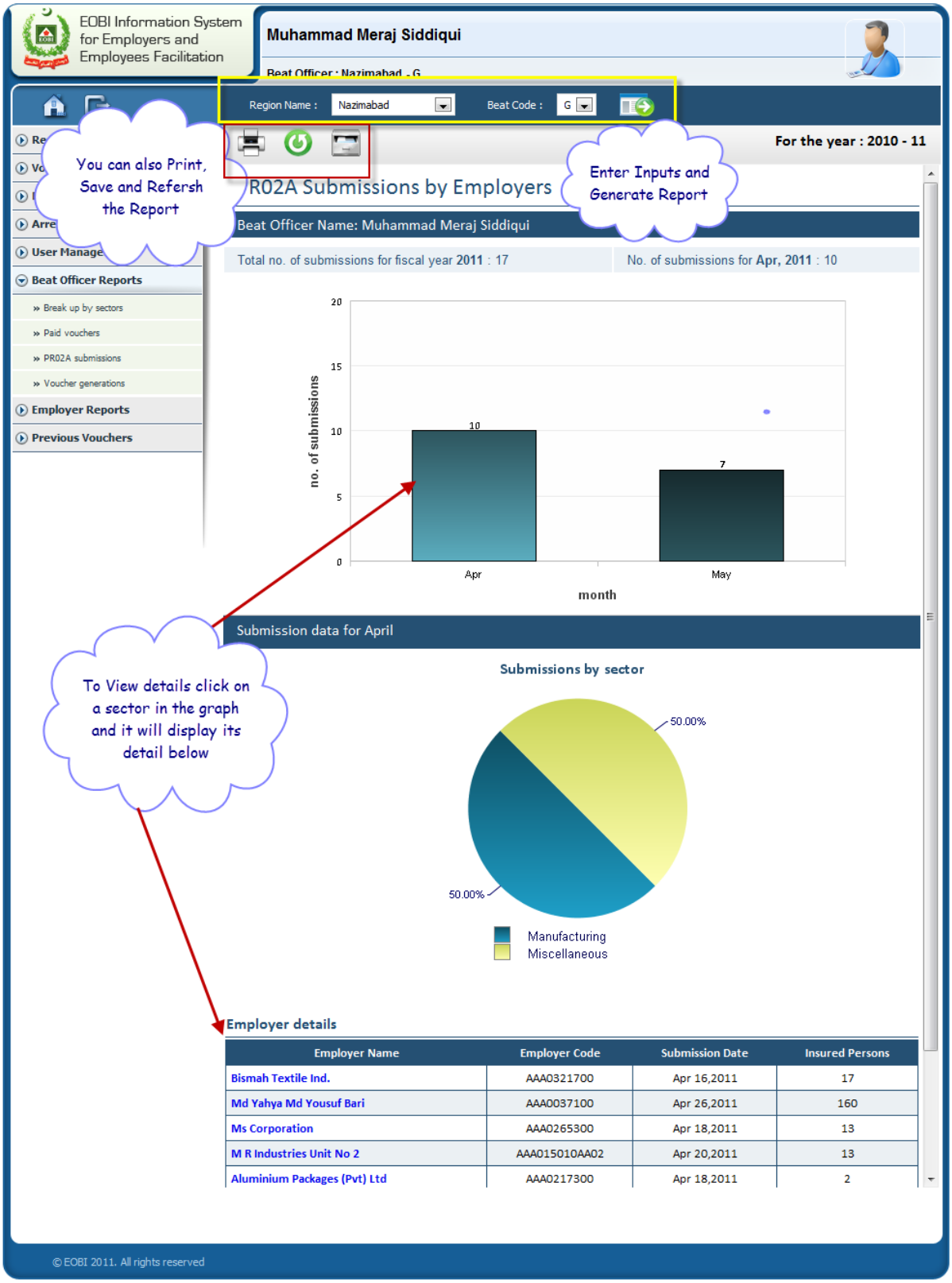
PR02A Submissions: This report shows you the all the PR02A submission in the selected region and Beat for the current fiscal year.

You can view the PR02A submission stats per month for a given fiscal year. Clicking on a particular month will display the Employers who have submitted their PR02A and their stats.



Voucher Generation: Shows all the Generated Vouchers for the region and beat selected for the current fiscal year.

The Voucher Generation report shows you the generated vouchers and their before and after due date payable amounts based on the three voucher generation types, i.e. the **Current Demand, Arrears and Consolidated** voucher types. Select on the month and it will highlight the section (in red) and will show you t he detailed information in the section below.


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Region Name : Nazimabad
Beat Code : G
For the year : 2010 - 11
You can also Print, Save and Refersh the Report
Enter Inputs and Generate Report
R02A Submissions by Employers
Beat Officer Name: Muhammad Meraj Siddiqui
Total no. of submissions for fiscal year 2011 : 17
No. of submissions for Apr, 2011 : 10
Beat Officer Reports
» Break up by sectors
» Paid vouchers
» PR02A submissions
» Voucher generations
Employer Reports
Previous Vouchers
no. of submissions
month
Apr
May
Submission data for April
To View details click on a sector in the graph and it will display its detail below
Submissions by sector
50.00%
50.00%
Manufacturing
Miscellaneous
Employer details
Employer Name
Employer Code
Submission Date
Insured Persons
Bismah Textile Ind.
AAA0321700
Apr 16,2011
17
Md Yahya Md Yousuf Bari
AAA0037100
Apr 26,2011
160
Ms Corporation
AAA0265300
Apr 18,2011
13
M R Industries Unit No 2
AAA015010AA02
Apr 20,2011
13
Aluminium Packages (Pvt) Ltd
AAA0217300
Apr 18,2011
2
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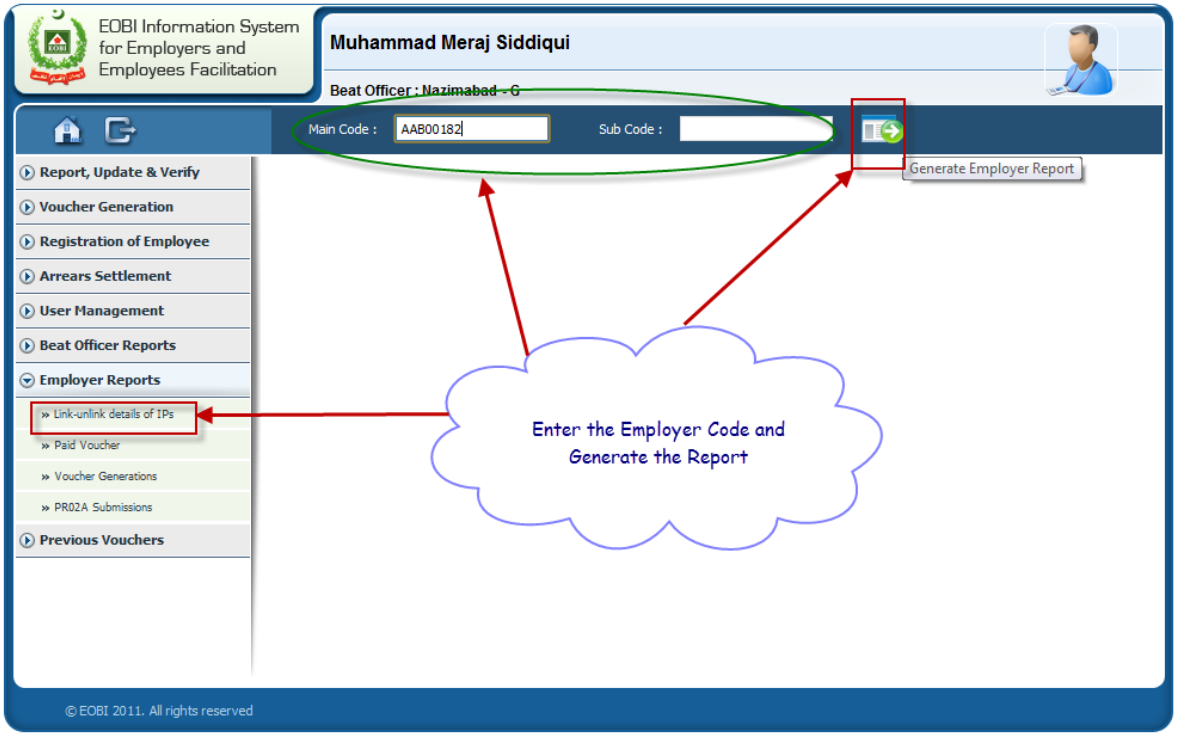
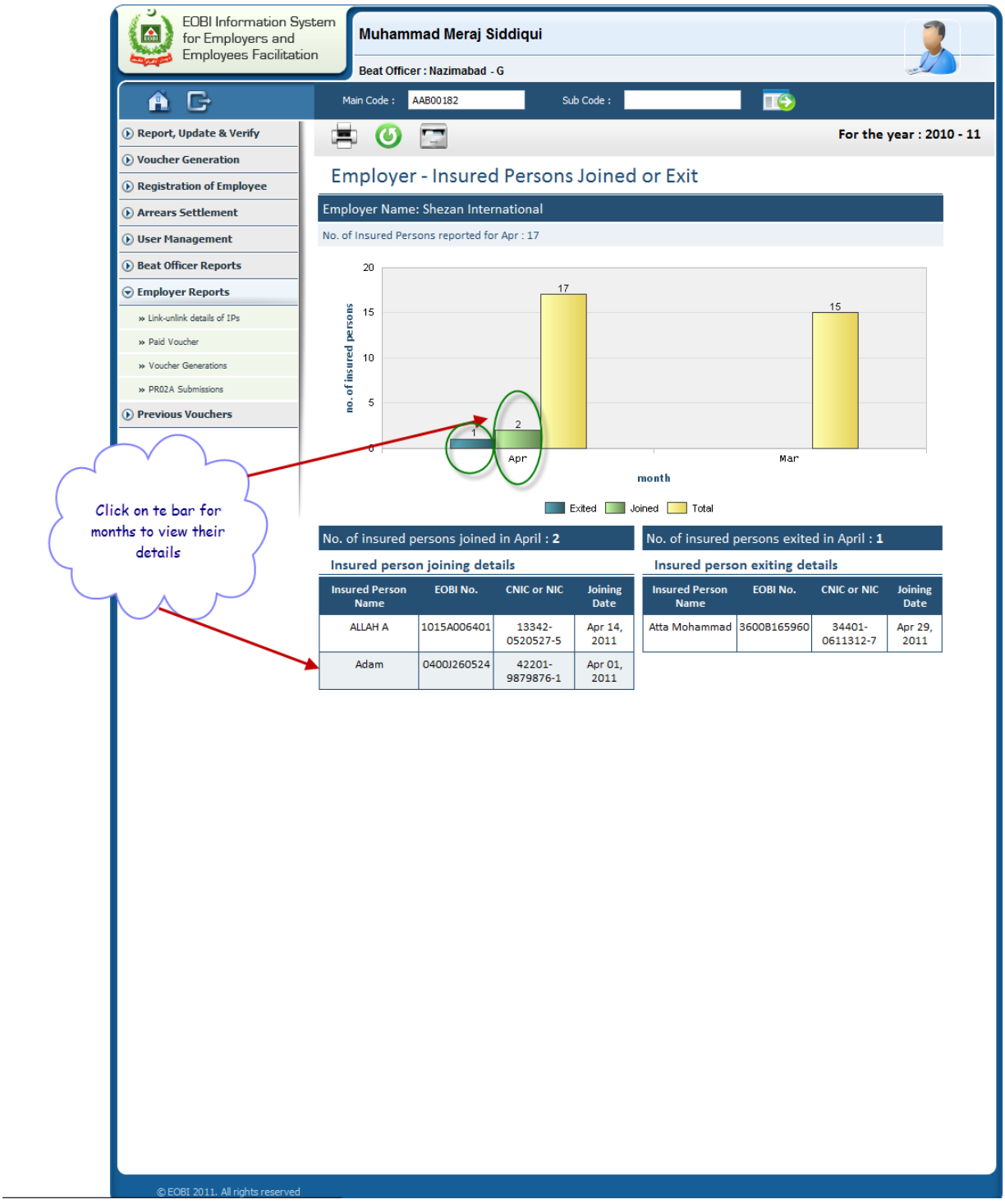
Employer Reports:

EOBI Internal User's View: The EOBI Internal Users can can also view the Employer Reports for an Employer in any Region and Beat.

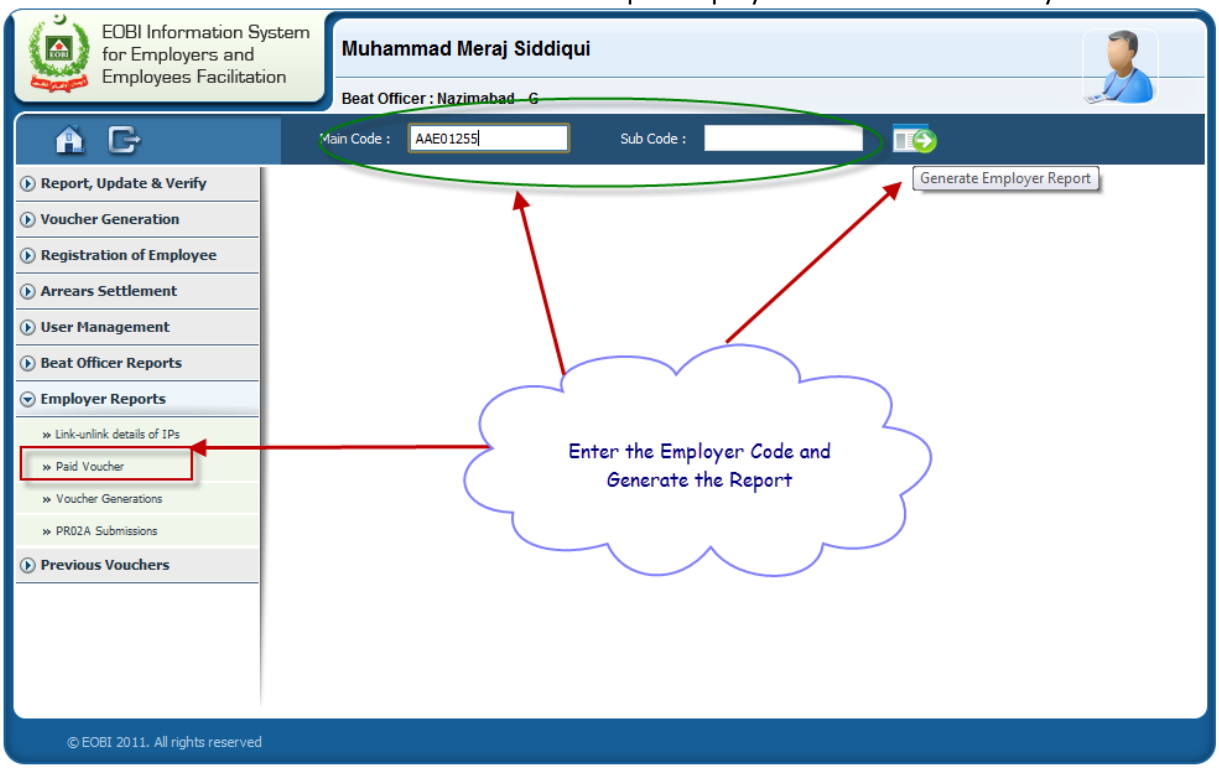
Link-Unlink Details Of IPs: Enter the Emplyer code to see the Link Unlink Stats for a particular Employer for the current fiscal year.



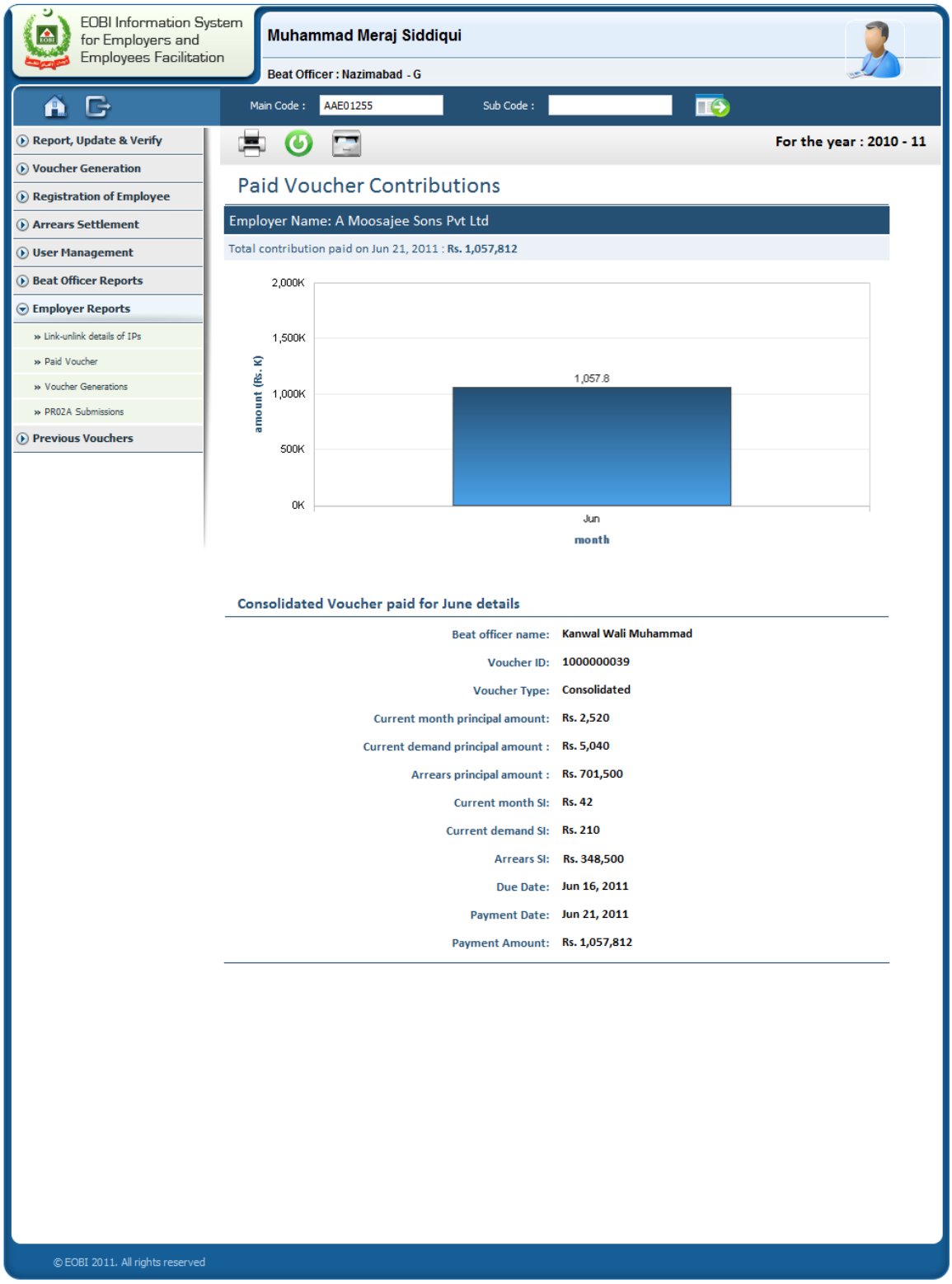
Clicking on the respected bar graph will give you the details of the Entered or Exiting IPs for the curent year.



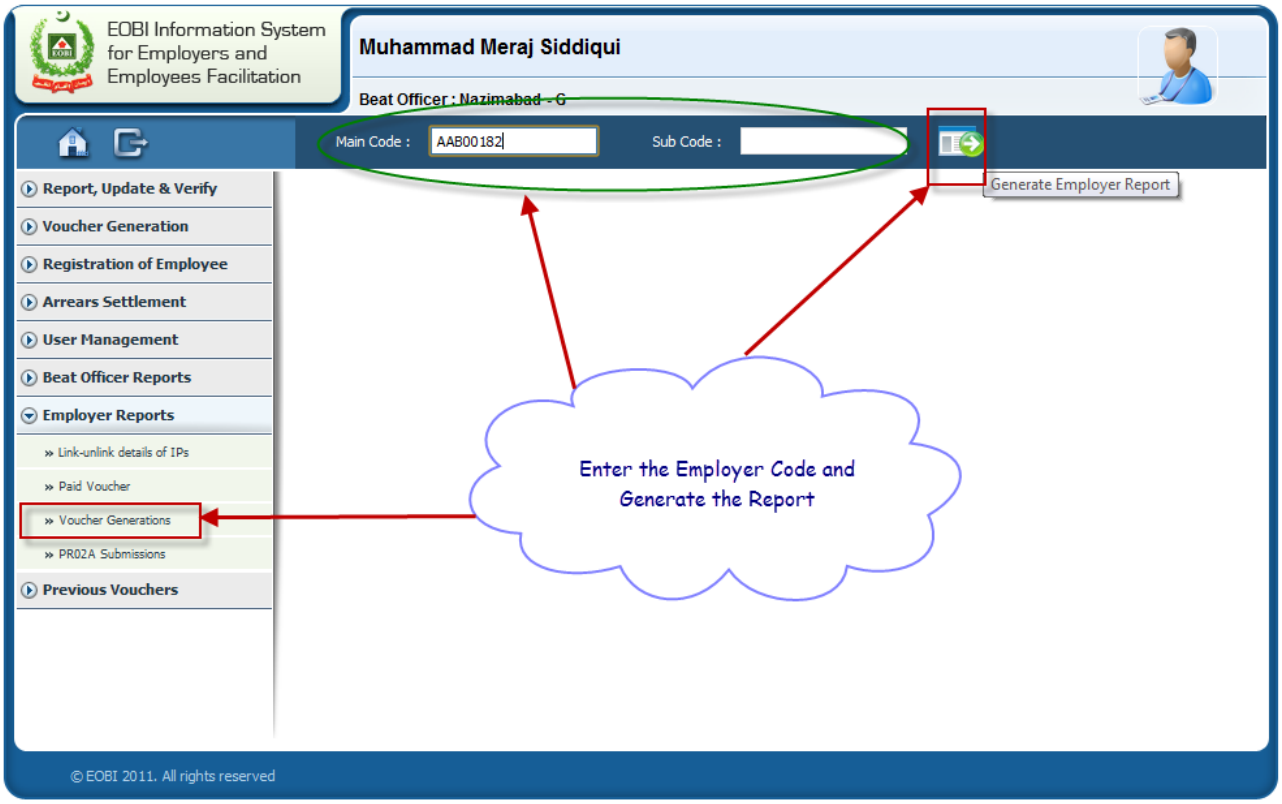
Paid Voucher: Shows all the Paid Vouchers for the input Employer for the current fiscal year.



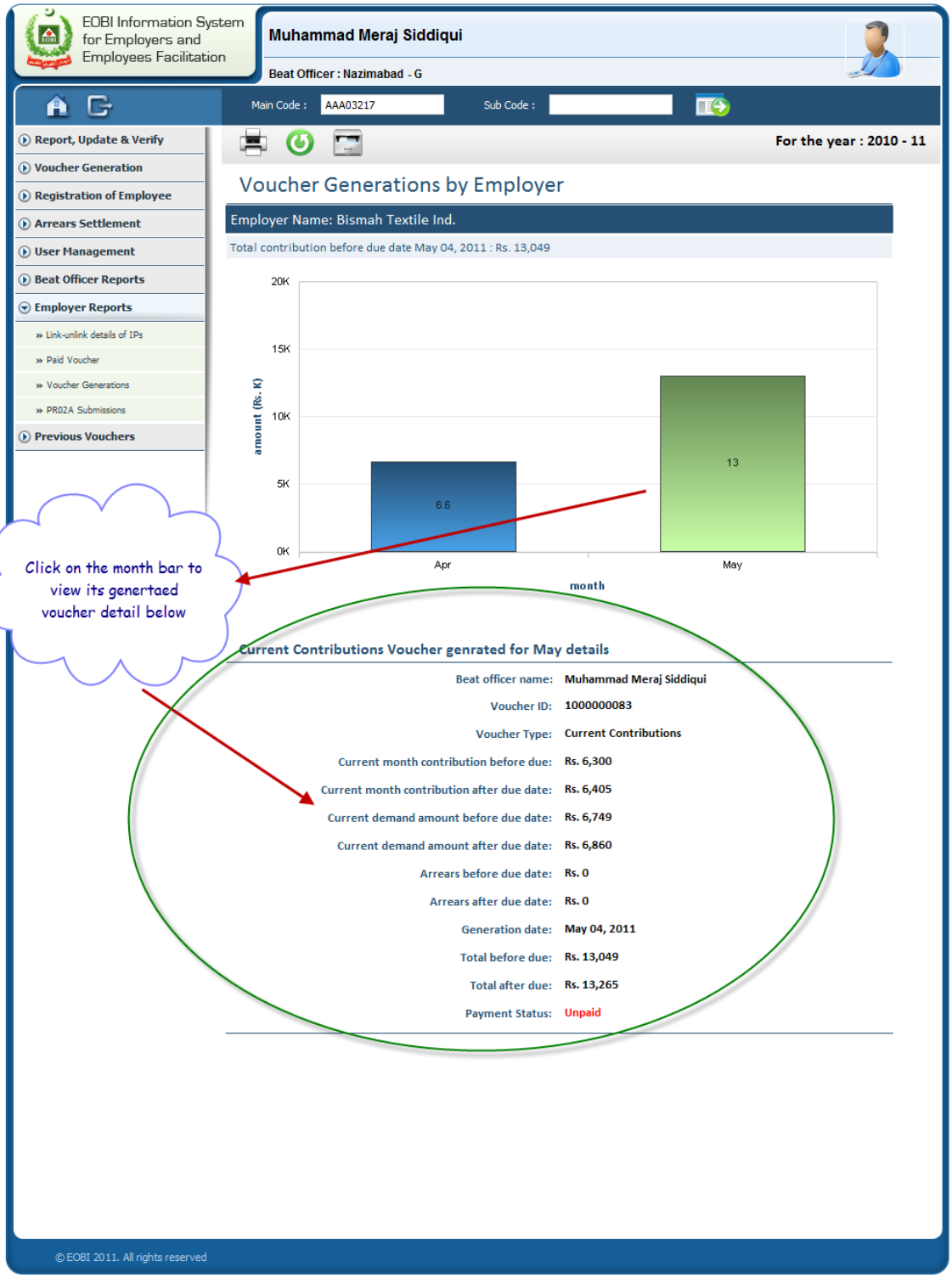
The Paid Voucher report shows you the paid vouchers and their paid amounts based on the three voucher generation types, i.e. the **Current Demand, Arrears and Consolidated** voucher types.



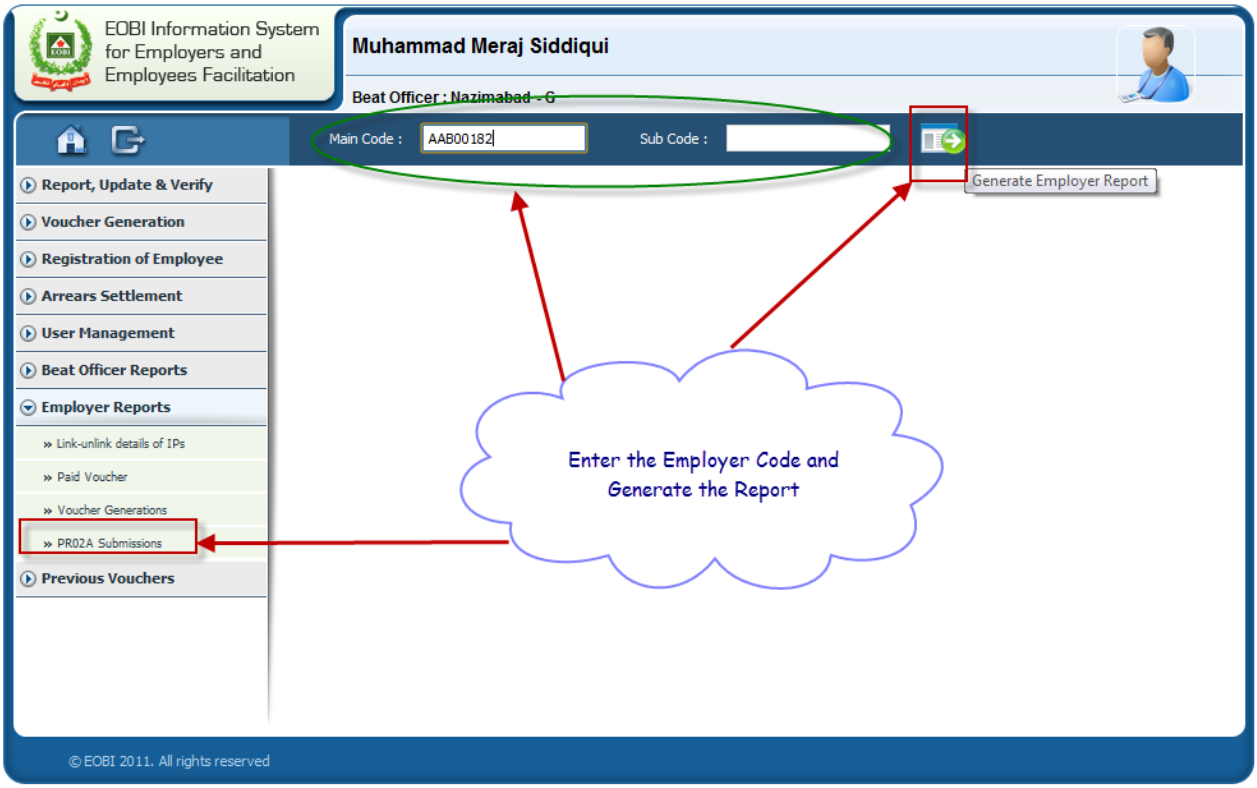
Voucher Generation: Shows all the Generated Vouchers for the input Employer for the current fiscal year.

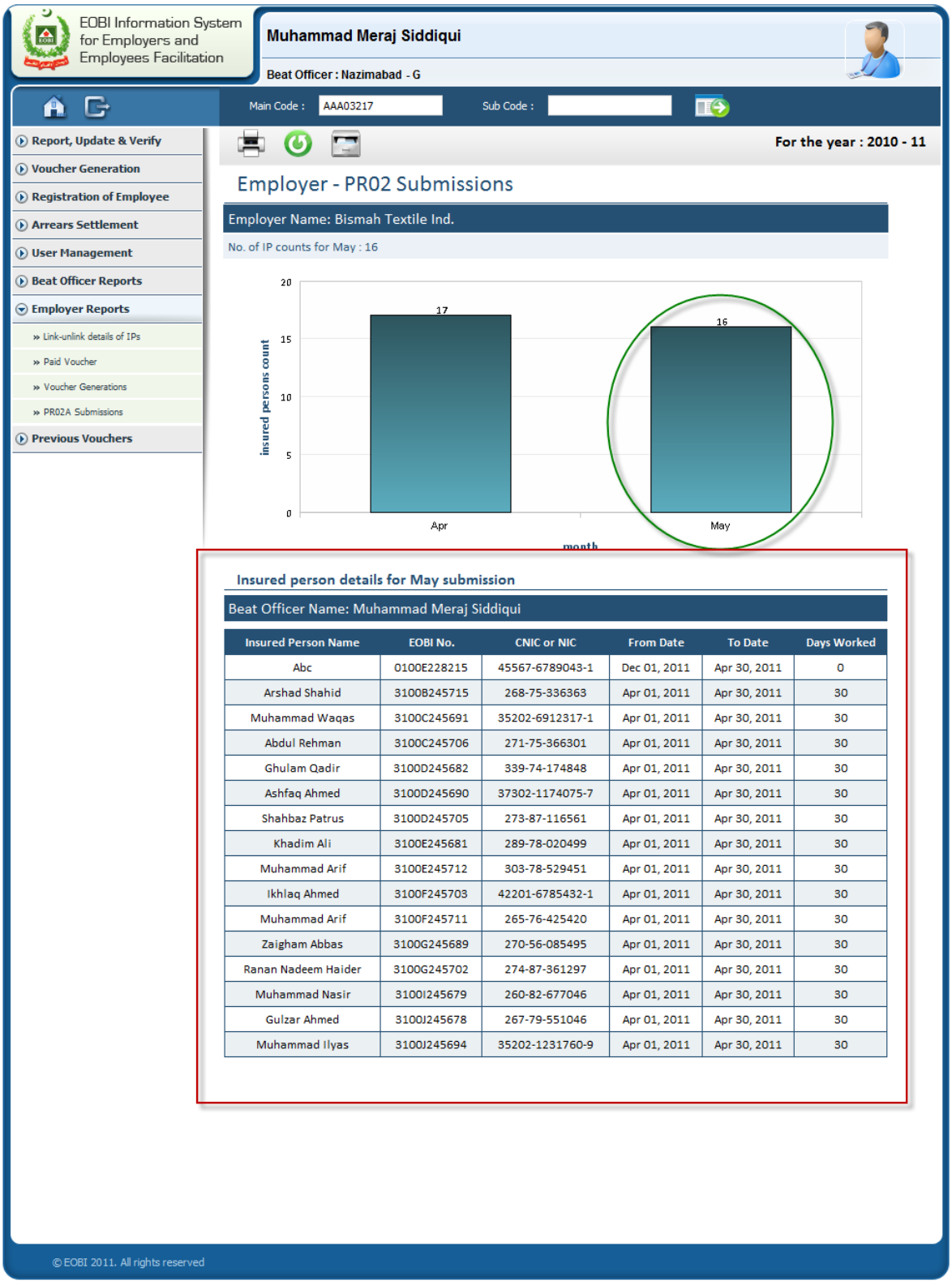


The Voucher Generation report shows you the generated vouchers and their before and after due date payable amounts based on the three voucher generation types, i.e. the **Current Demand, Arrears and Consolidated** voucher types. Select on the month it and will show you t he detailed information in the section below.


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Main Code : AAA03217
Sub Code :
For the year : 2010 - 11
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
» Link-unlink details of IPs
» Paid Voucher
» Voucher Generations
» PR02A Submissions
Previous Vouchers
Voucher Generations by Employer
Employer Name: Bismah Textile Ind.
Total contribution before due date May 04, 2011 : Rs. 13,049
20K
15K
10K
5K
0K
amount (Rs. K)
6.6
13
Apr
May
month
Click on the month bar to view its genertaed voucher detail below
Current Contributions Voucher genrated for May details
Beat officer name: Muhammad Meraj Siddiqui
Voucher ID: 1000000083
Voucher Type: Current Contributions
Current month contribution before due: Rs. 6,300
Current month contribution after due date: Rs. 6,405
Current demand amount before due date: Rs. 6,749
Current demand amount after due date: Rs. 6,860
Arrears before due date: Rs. 0
Arrears after due date: Rs. 0
Generation date: May 04, 2011
Total before due: Rs. 13,049
Total after due: Rs. 13,265
Payment Status: Unpaid
© EOBI 2011. All rights reserved

PR02A Submissions: This report shows you the all the PR02A submission in the selected region and Beat for the current fiscal year.





Insured Person Name	EOBI No.	CNIC or NIC	From Date	To Date	Days Worked
Abc	0100E228215	45567-6789043-1	Dec 01, 2011	Apr 30, 2011	0
Arshad Shahid	3100B245715	268-75-336363	Apr 01, 2011	Apr 30, 2011	30
Muhammad Waqas	3100C245691	35202-6912317-1	Apr 01, 2011	Apr 30, 2011	30
Abdul Rehman	3100C245706	271-75-366301	Apr 01, 2011	Apr 30, 2011	30
Ghulam Qadir	3100D245682	339-74-174848	Apr 01, 2011	Apr 30, 2011	30
Ashfaq Ahmed	3100D245690	37302-1174075-7	Apr 01, 2011	Apr 30, 2011	30
Shahbaz Patrus	3100D245705	273-87-116561	Apr 01, 2011	Apr 30, 2011	30
Khadim Ali	3100E245681	289-78-020499	Apr 01, 2011	Apr 30, 2011	30
Muhammad Arif	3100E245712	303-78-529451	Apr 01, 2011	Apr 30, 2011	30
Ikhlaq Ahmed	3100F245703	42201-6785432-1	Apr 01, 2011	Apr 30, 2011	30
Muhammad Arif	3100F245711	265-76-425420	Apr 01, 2011	Apr 30, 2011	30
Zaigham Abbas	3100G245689	270-56-085495	Apr 01, 2011	Apr 30, 2011	30
Ranan Nadeem Haider	3100G245702	274-87-361297	Apr 01, 2011	Apr 30, 2011	30
Muhammad Nasir	3100I245679	260-82-677046	Apr 01, 2011	Apr 30, 2011	30
Gulzar Ahmed	3100J245678	267-79-551046	Apr 01, 2011	Apr 30, 2011	30
Muhammad Ilyas	3100J245694	35202-1231760-9	Apr 01, 2011	Apr 30, 2011	30

You can view the PR02A submission stats per month for a given fiscal year. Clicking on a particular month will display the Employers who have submitted their PR02A and their stats.

2.4.7 Beat Officer Task Manager

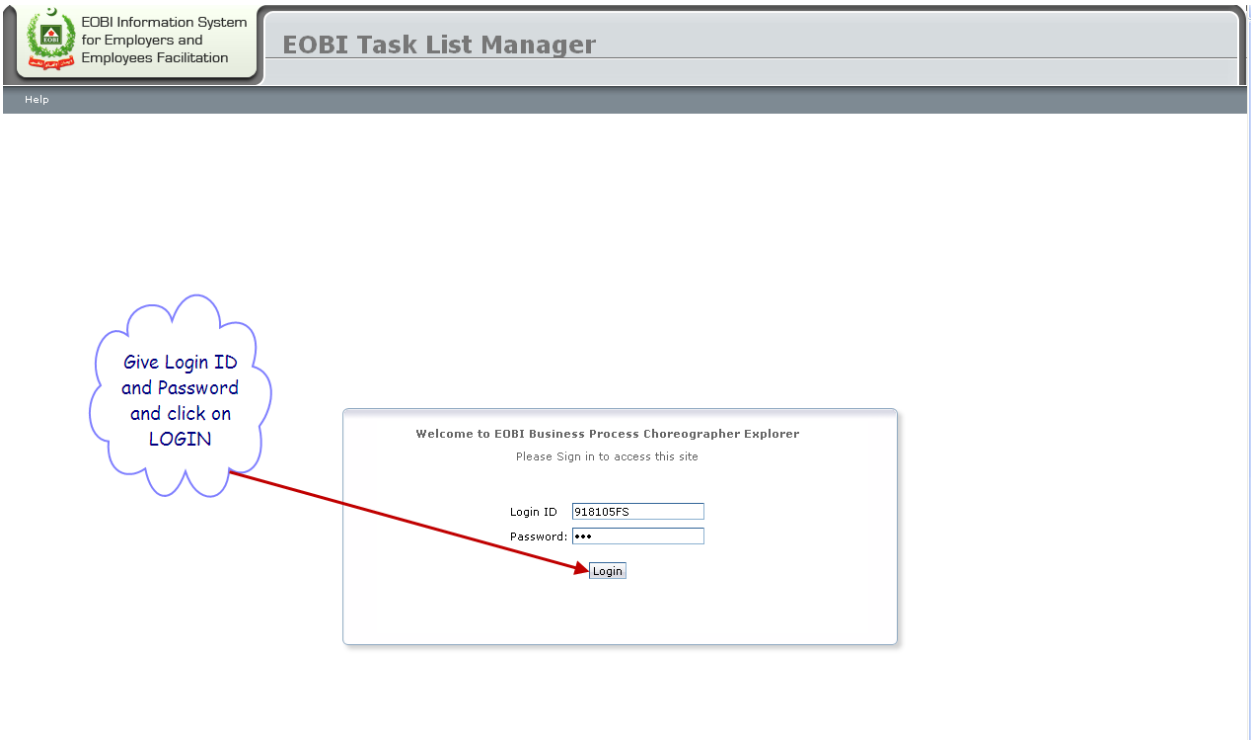
The beat officer will have to access its Task Manager to work upon the tasks that needs its approval.

When an Employer accesses the portal for the first time it creates a user profile to access and use the EFS Application. When a new profile is created it's sent to the Beat Officers Task List to work upon. The beat officer has the authority to Accept or Reject a new Employer Profile.
When an Employer/Beat Officer (on behalf of an Employer) registers a new IP, the Beat Officer is required to approve it so that it can be associated with the Employer.

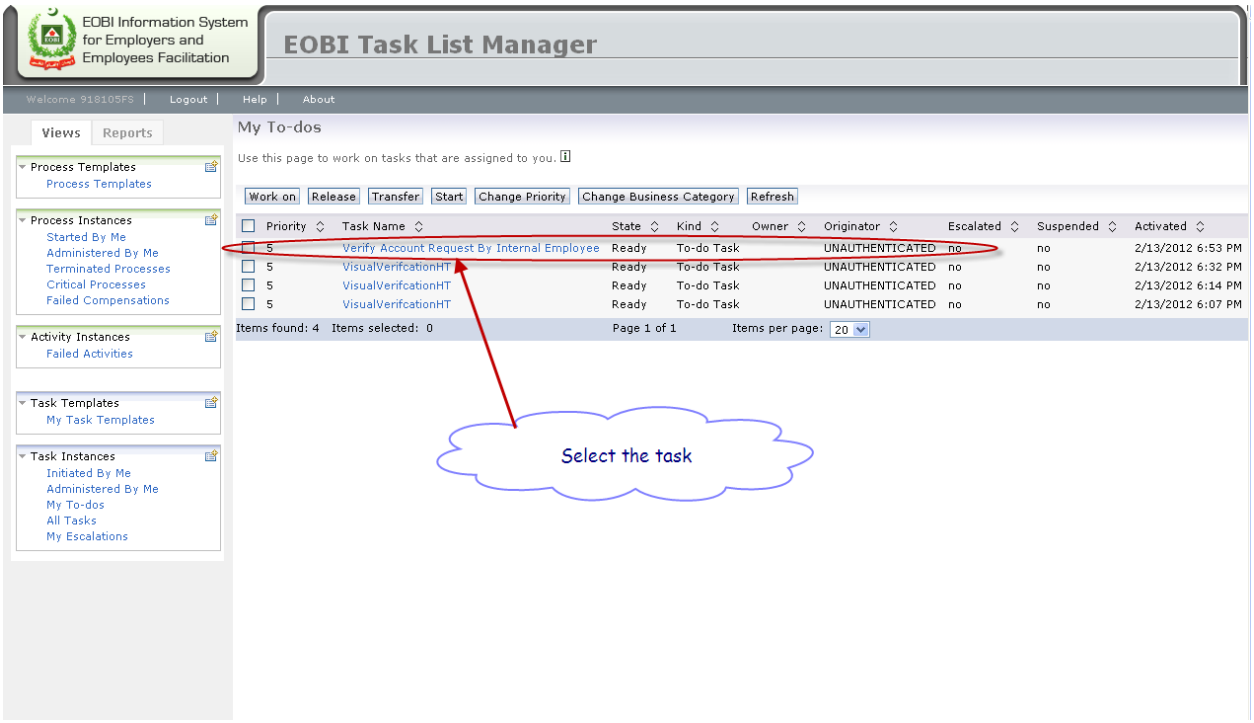
Register Employer Profile

The Beat Officer can Approve or Reject the User Profile creation request by logging on to its Task Manager.

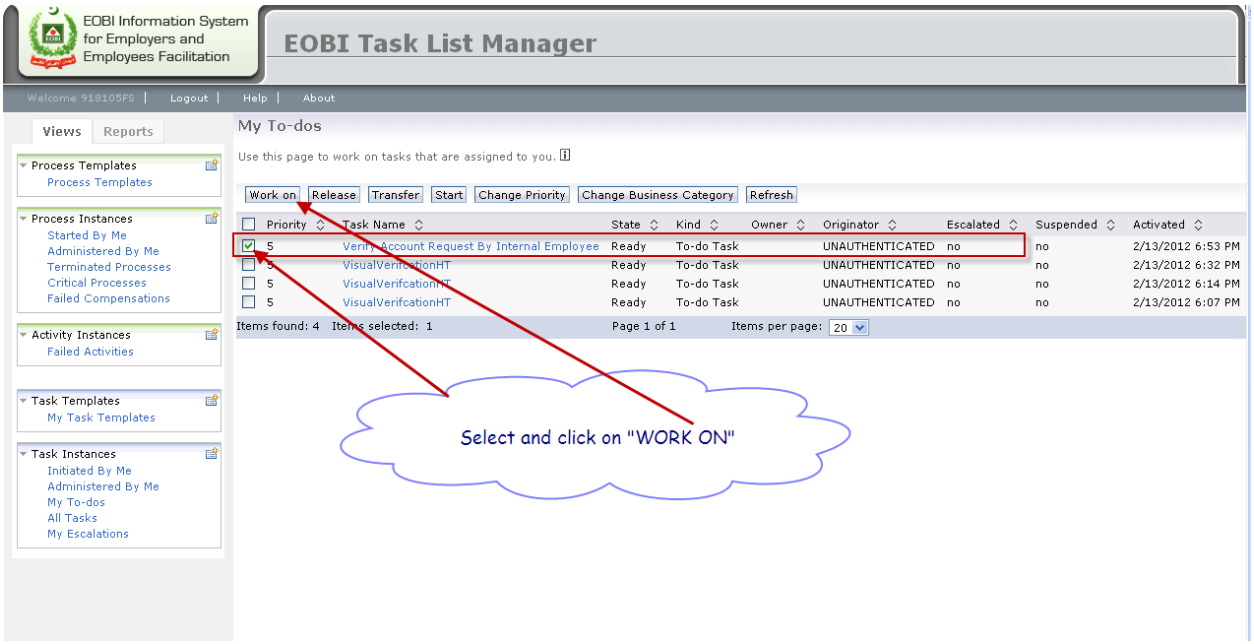
Note: The EFS portal user ID and password will be used to access the Task Manager. The Task Manager is accessible via the Task Manager Link on the Beat Officer Dashboard.


EOBI Information System for Employers and Employees Facilitation
EOBI Task List Manager
Help
Give Login ID and Password and click on LOGIN
Welcome to EOBI Business Process Choreographer Explorer
Please Sign in to access this site
Login ID
918105FS
Password:
Login

On login the Beat Officer can view the pending Tasks in its Task List. The Beat Officer can also view the tasks by clicking on the **My To-dos** link displaying in the **Tasks Instances** Menu in the **View** Tab on the left navigation pane.

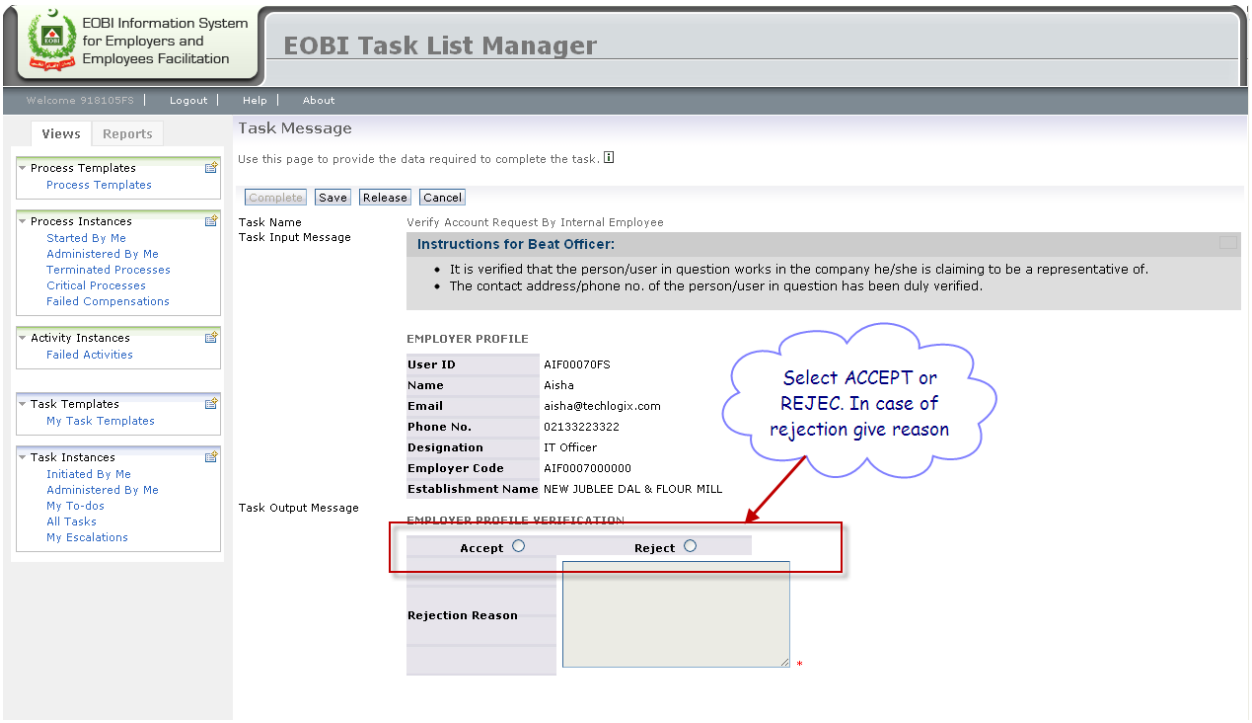


Click on the check box appearing with the Task you want to Work on and press the **Work On** button to start working on that Task.

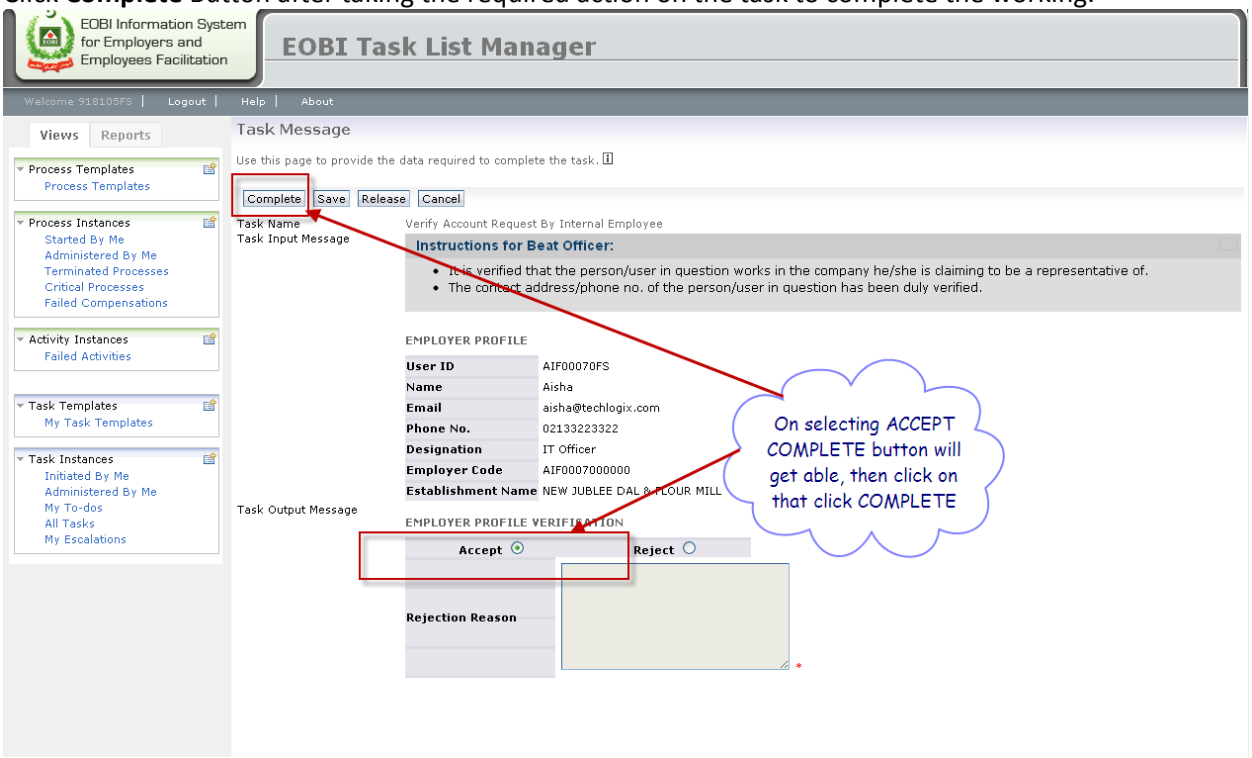


For Profile Approval task you will be taken to the following page. If you verify that the Employer is a valid Employer and the information provided is correct then you can **Accept** the request by clicking on the **Accept** Radio Button. In case you find any discrepancy in the information provided you can **Reject** the request and will be required to provide the **Rejection Reason** in the text box shown below.

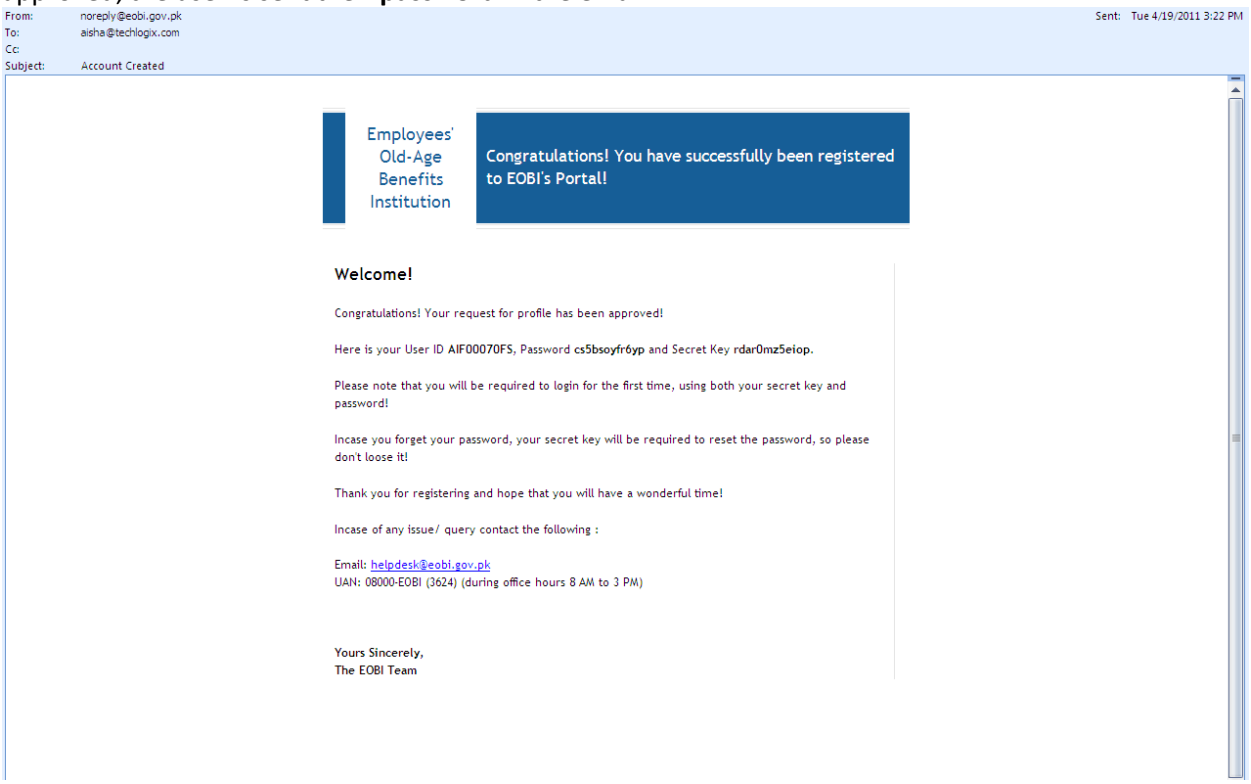
The user on behalf of the Employer will be notified of the outcome on the email address it provided.



Click **Complete** Button after taking the required action on the task to complete the working.



When the beat officer completes the task an email is sent to the user. For the case the request has been approved, the user is sent their **password** in the email.



From: noreply@eobi.gov.pk
To: aisha@techlogix.com
Cc:
Subject: Account Created
Sent: Tue 4/19/2011 3:22 PM

Employees' Old-Age Benefits Institution

Congratulations! You have successfully been registered to EOBI's Portal!

Welcome!

Congratulations! Your request for profile has been approved!

Here is your User ID **AIF00070FS**, Password **cs5bsoyfr6yp** and Secret Key **rdar0mz5eiop**.

Please note that you will be required to login for the first time, using both your secret key and password!

Incase you forget your password, your secret key will be required to reset the password, so please don't loose it!

Thank you for registering and hope that you will have a wonderful time!

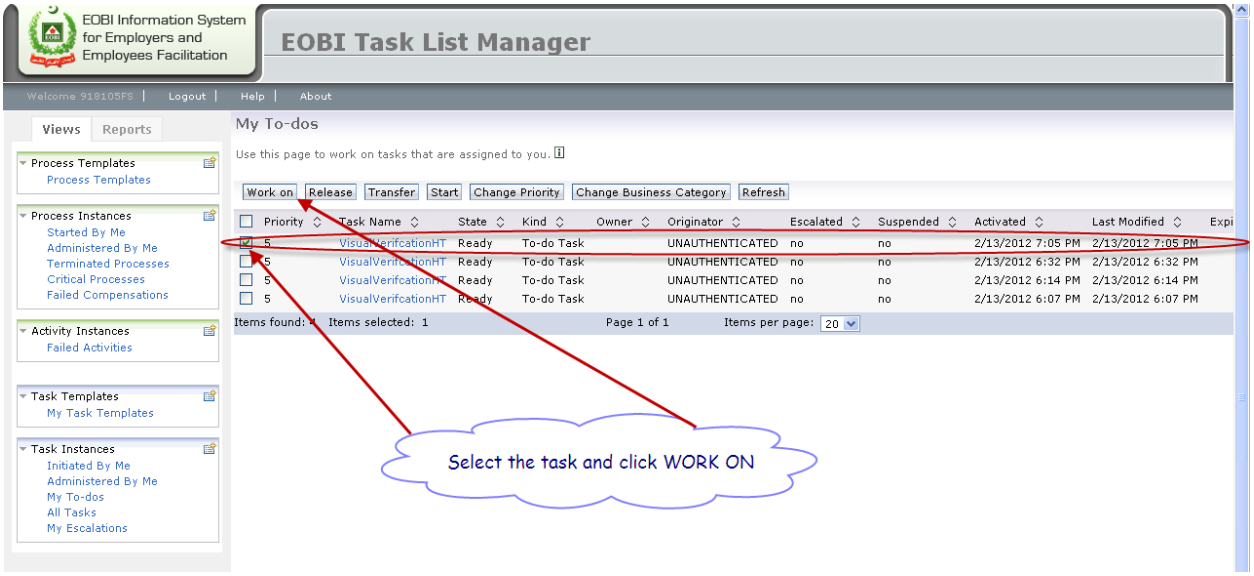
Incase of any issue/ query contact the following :

Email: helpdesk@eobi.gov.pk
UAN: 08000-EOBI (3624) (during office hours 8 AM to 3 PM)

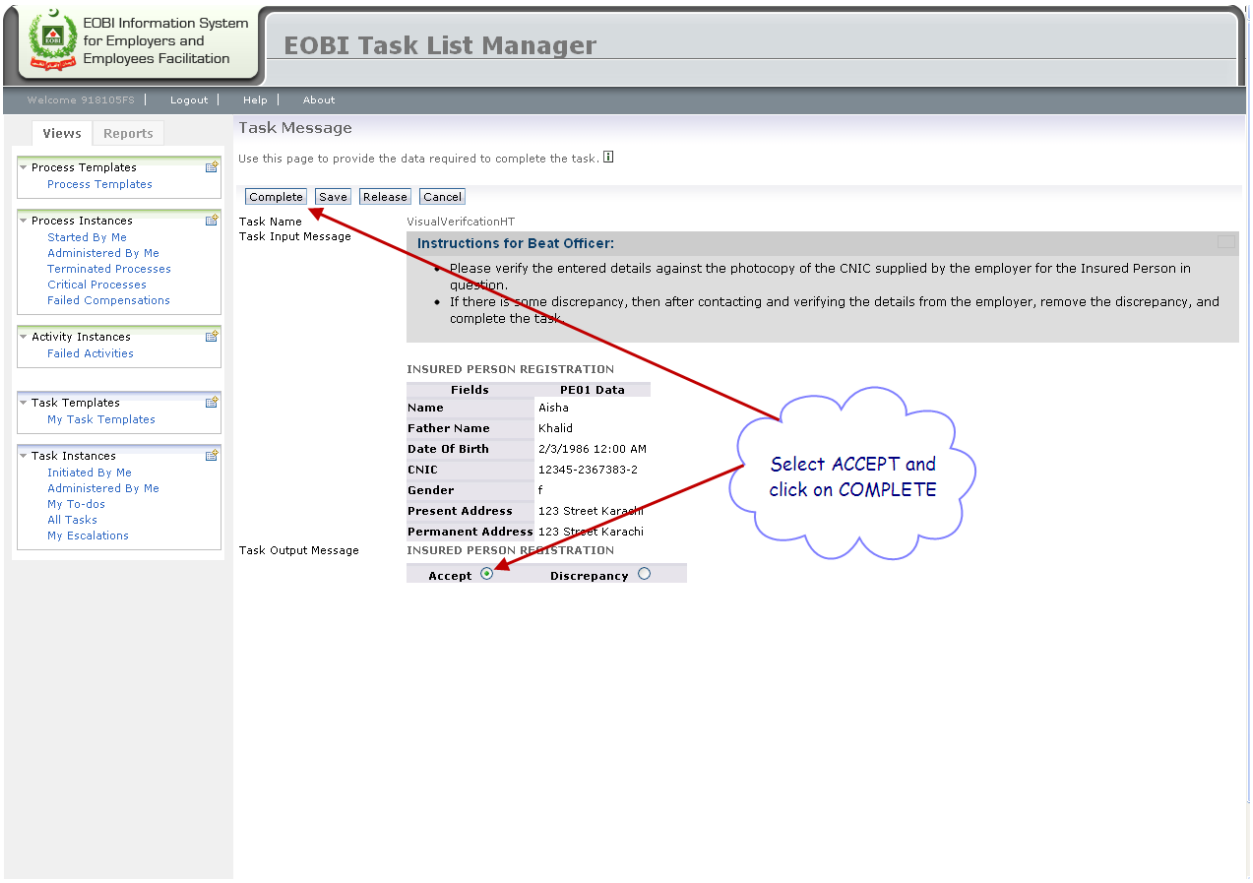
Yours Sincerely,
The EOBI Team

Register Insured Person

An Employer or Beat Officer registers a new IP. The Beat Officer can view the New Verification Request.

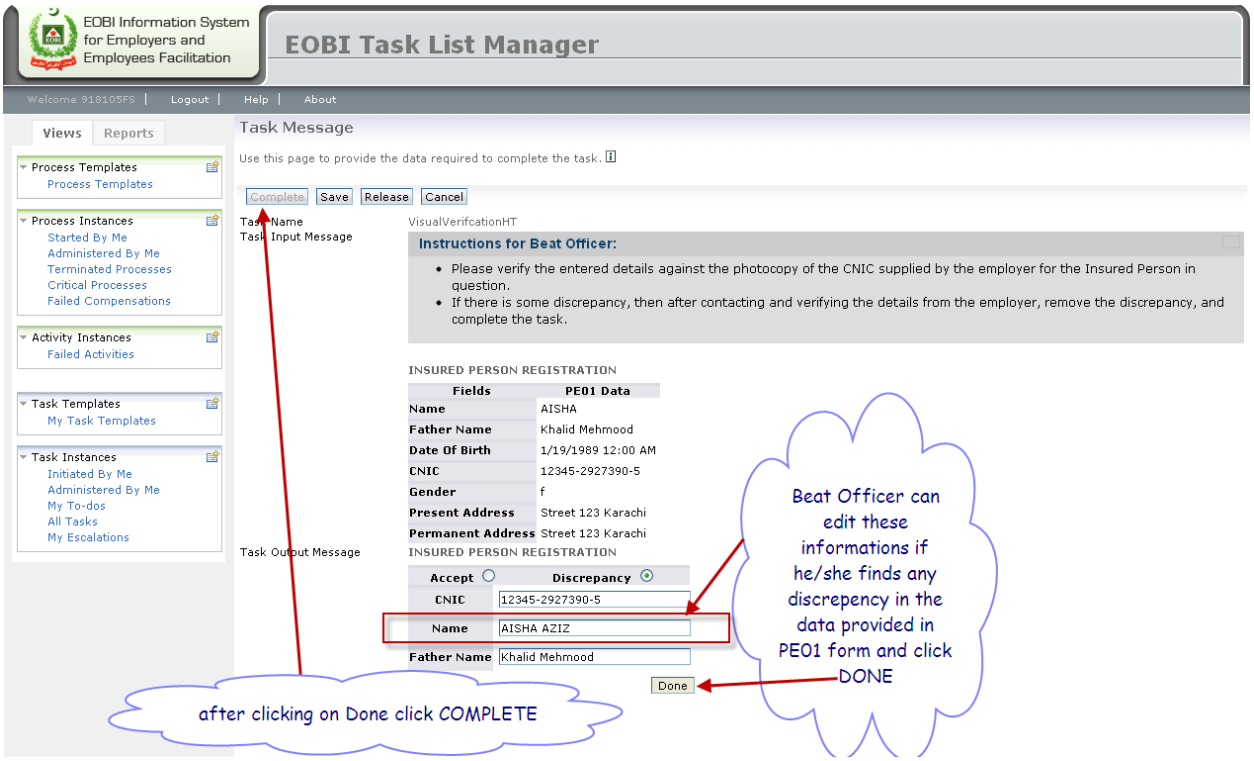


If the information provided is correct then you can **Accept** the request by clicking on the **Accept** Radio Button.



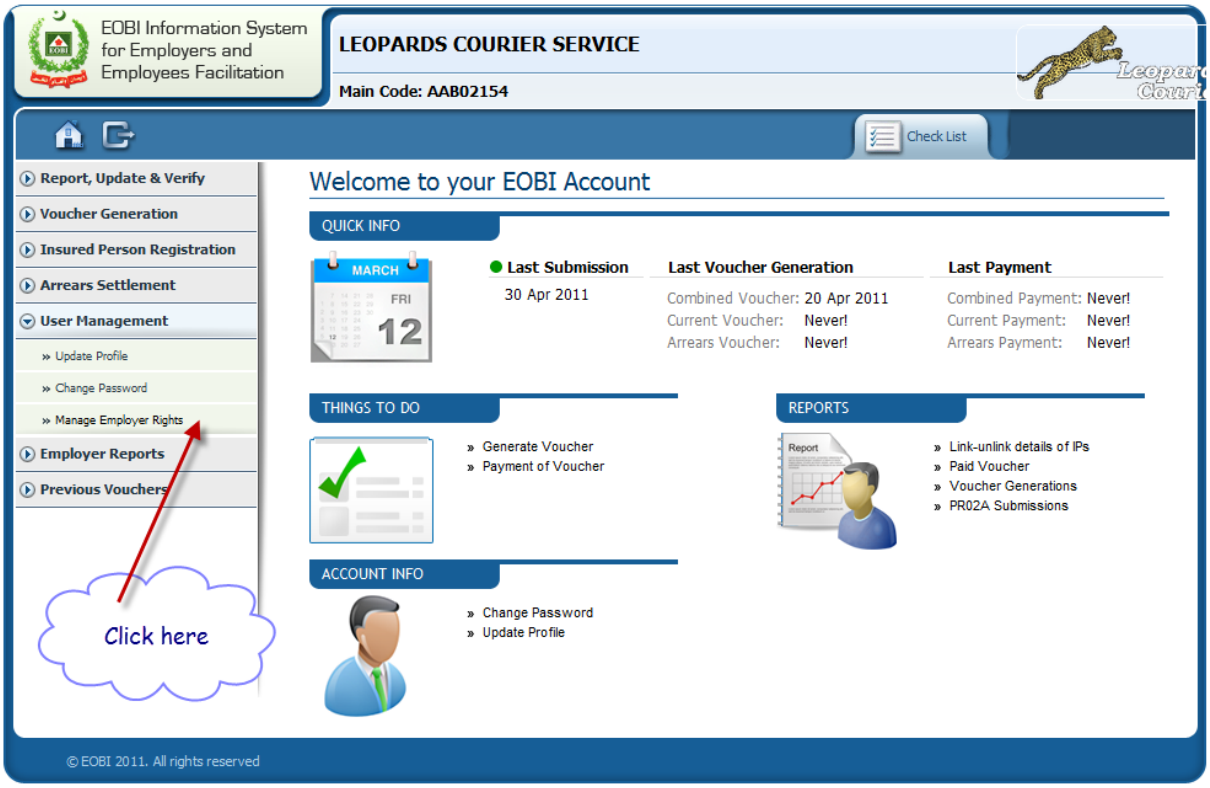
In case you find any discrepancy in the information provided you can edit the information by clicking on the **Discrepancy** Radio Button.

This will Activate the IP linked with the Employer in the CBA Database.

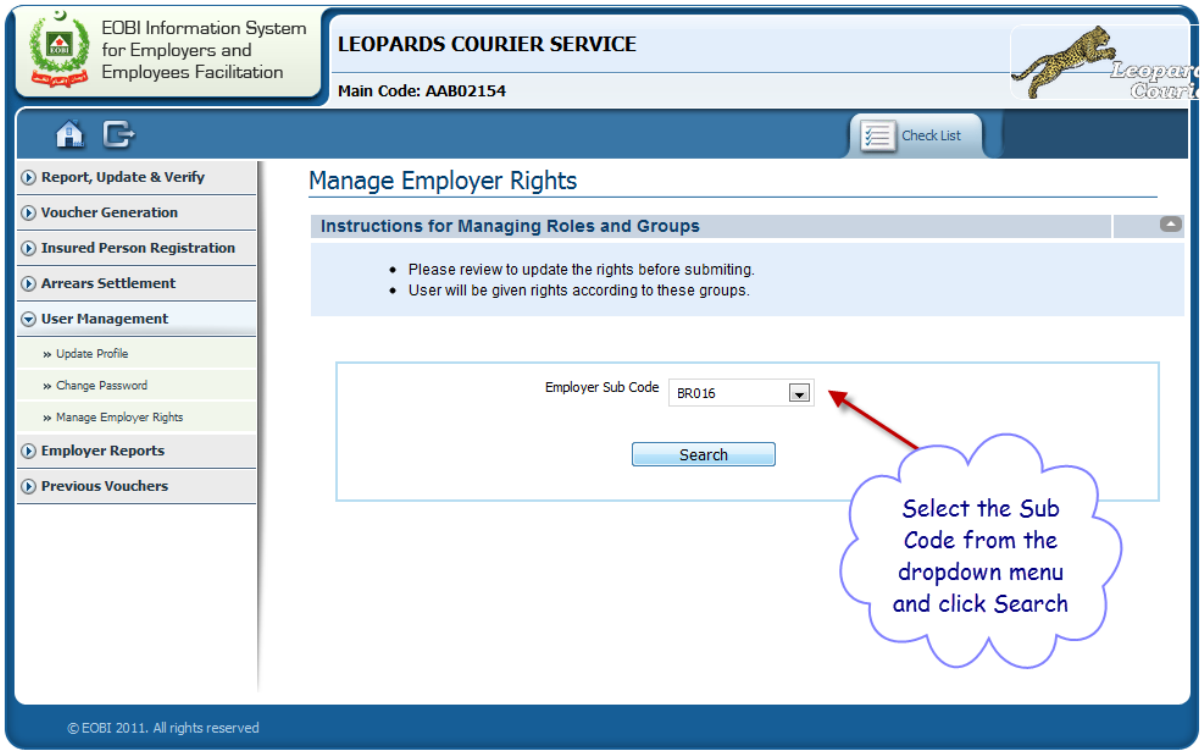


2.4.8 Manage Employer Rights

An Employer with branches (sub codes) can manage the Reporting of Employees (**PR02A)** and **Voucher Generation (PR03)** rights for its sub codes (child) as well.

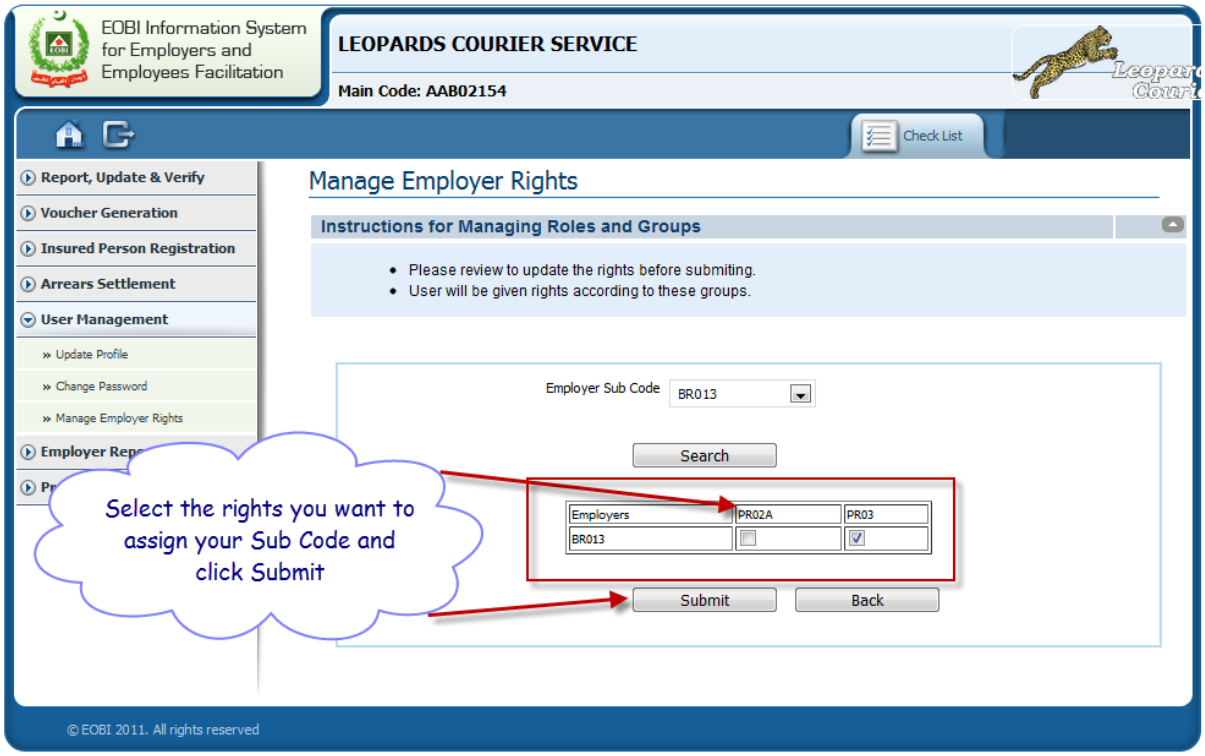


The Employer's Head Office (HO) will search for the Sub Code who's right he want to Update.

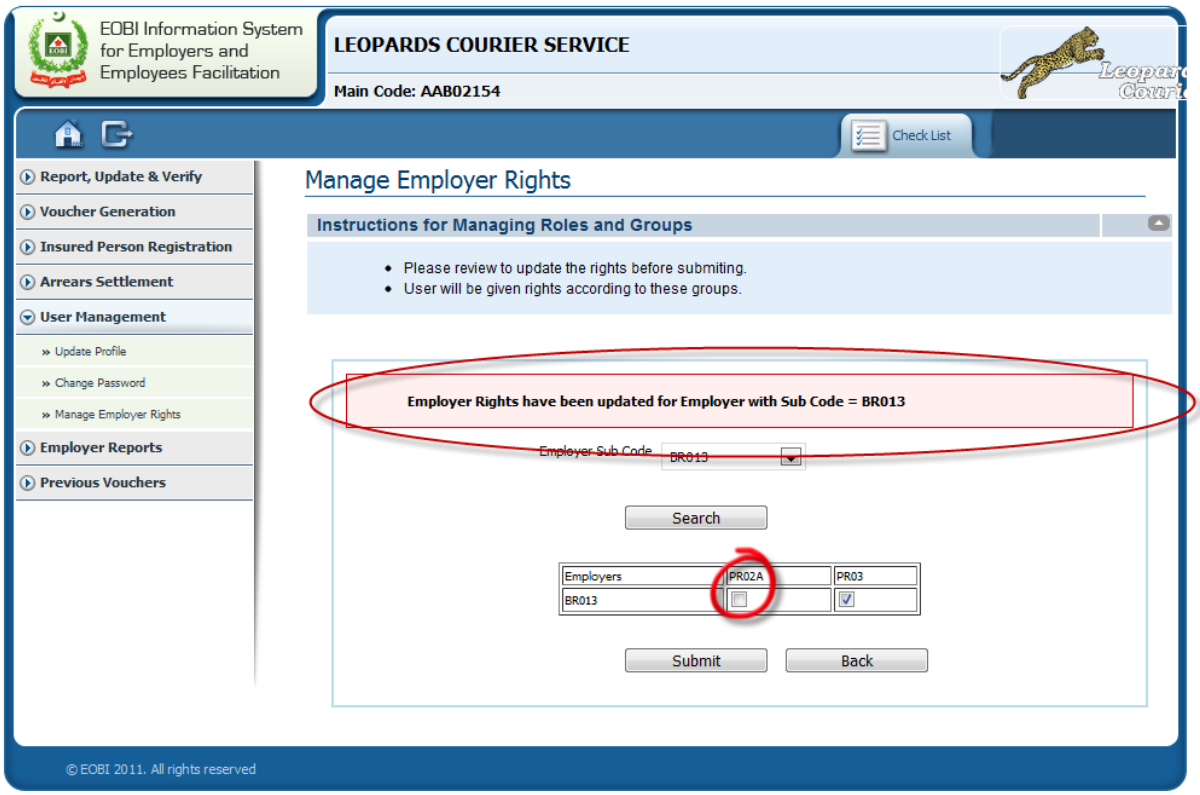

EOBI Information System for Employers and Employees Facilitation
LEOPARDS COURIER SERVICE
Main Code: AAB02154
Check List
Report, Update & Verify
Voucher Generation
Insured Person Registration
Arrears Settlement
User Management
» Update Profile
» Change Password
» Manage Employer Rights
Employer Reports
Previous Vouchers
Manage Employer Rights
Instructions for Managing Roles and Groups
Please review to update the rights before submiting.
User will be given rights according to these groups.
Employer Sub Code
BR016
Search
Select the Sub Code from the dropdown menu and click Search
© EOBI 2011. All rights reserved

Employer's HO can give rights to his sub code(s) by selecting the check boxes for the PR02A and PR03. Click Submit to save.

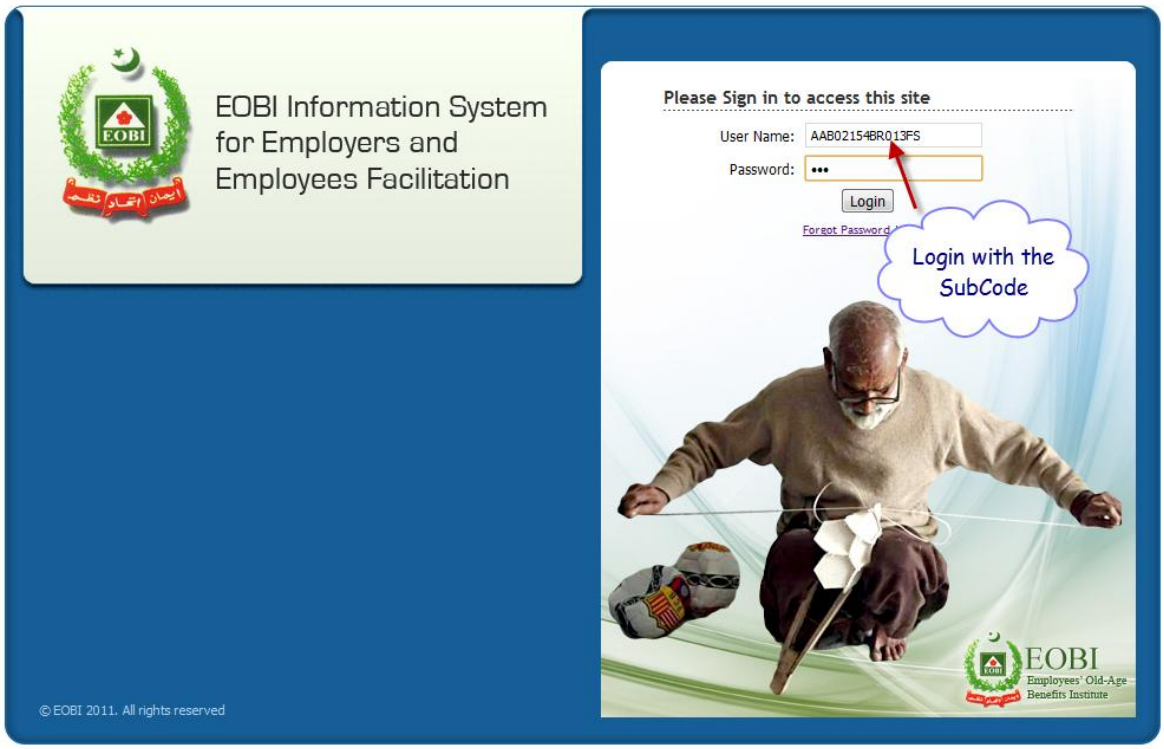
Note: We have given only the PR03 Voucher Generation rights to the Sub Code BR013. Now only the main code Employer AAB02154 can generate the PR02A for its BR013 Sub Code.

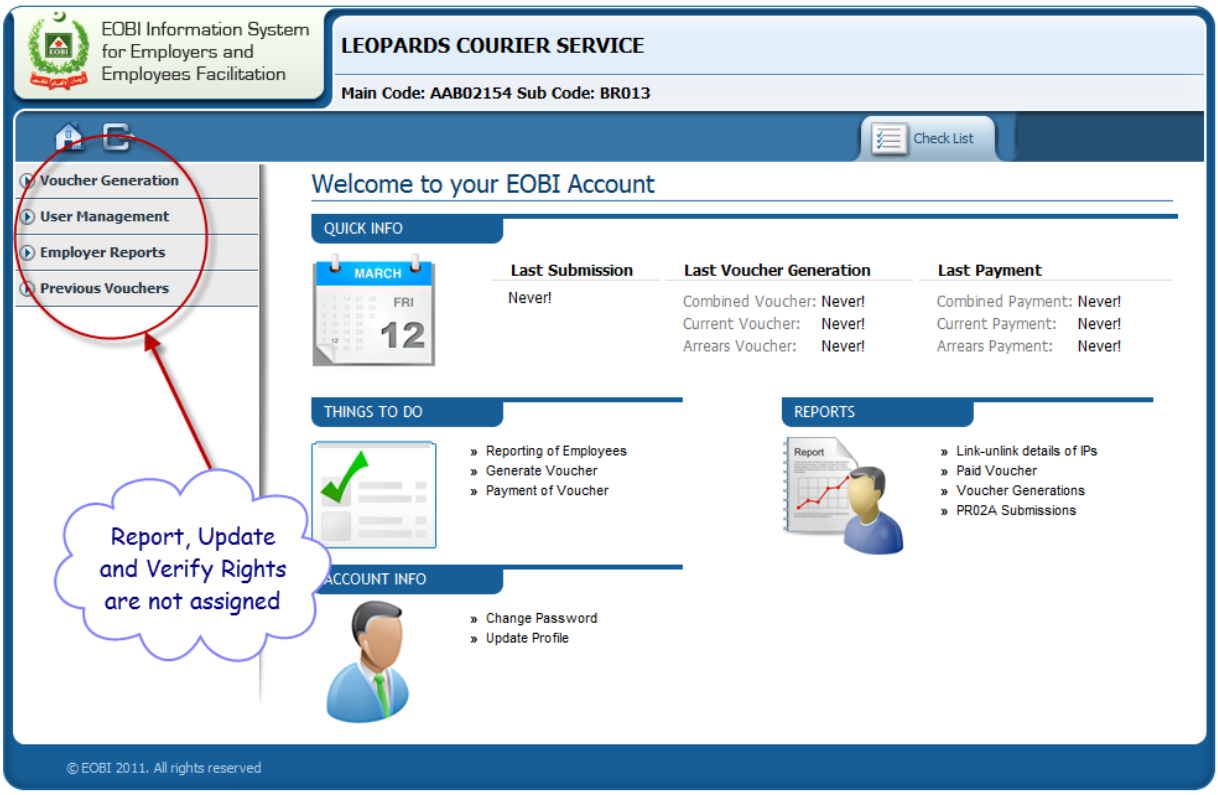


Employer's HO will be shown a success message upon successful update.



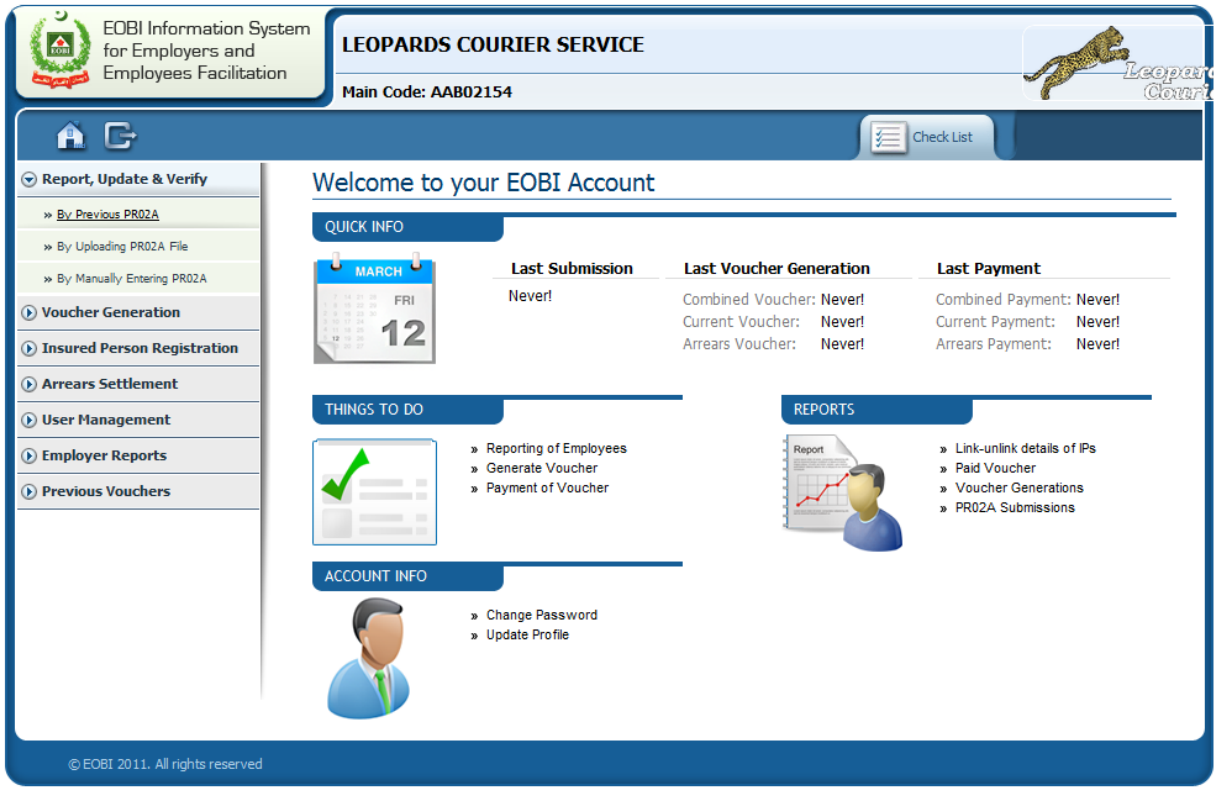
To verify the rights Employer's HO can login with the Sub Code and view its Menu.



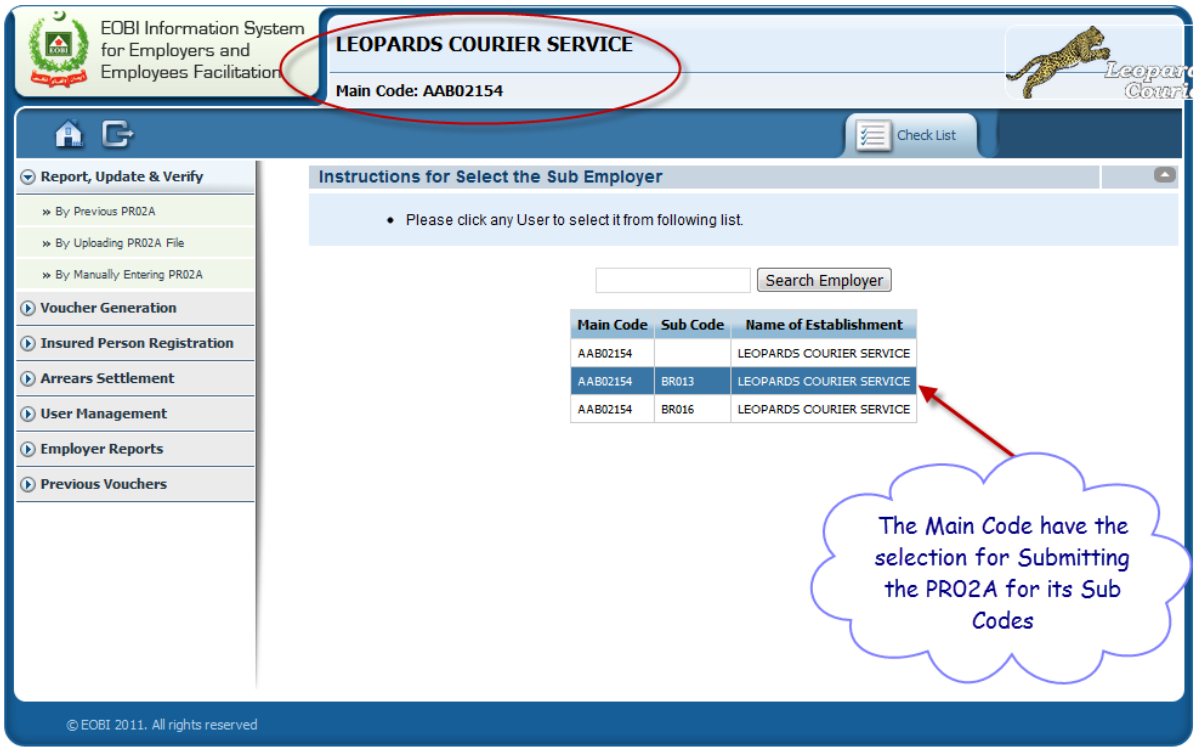


Now the PR02A of the Sub Code can only be submitted from Main Code.

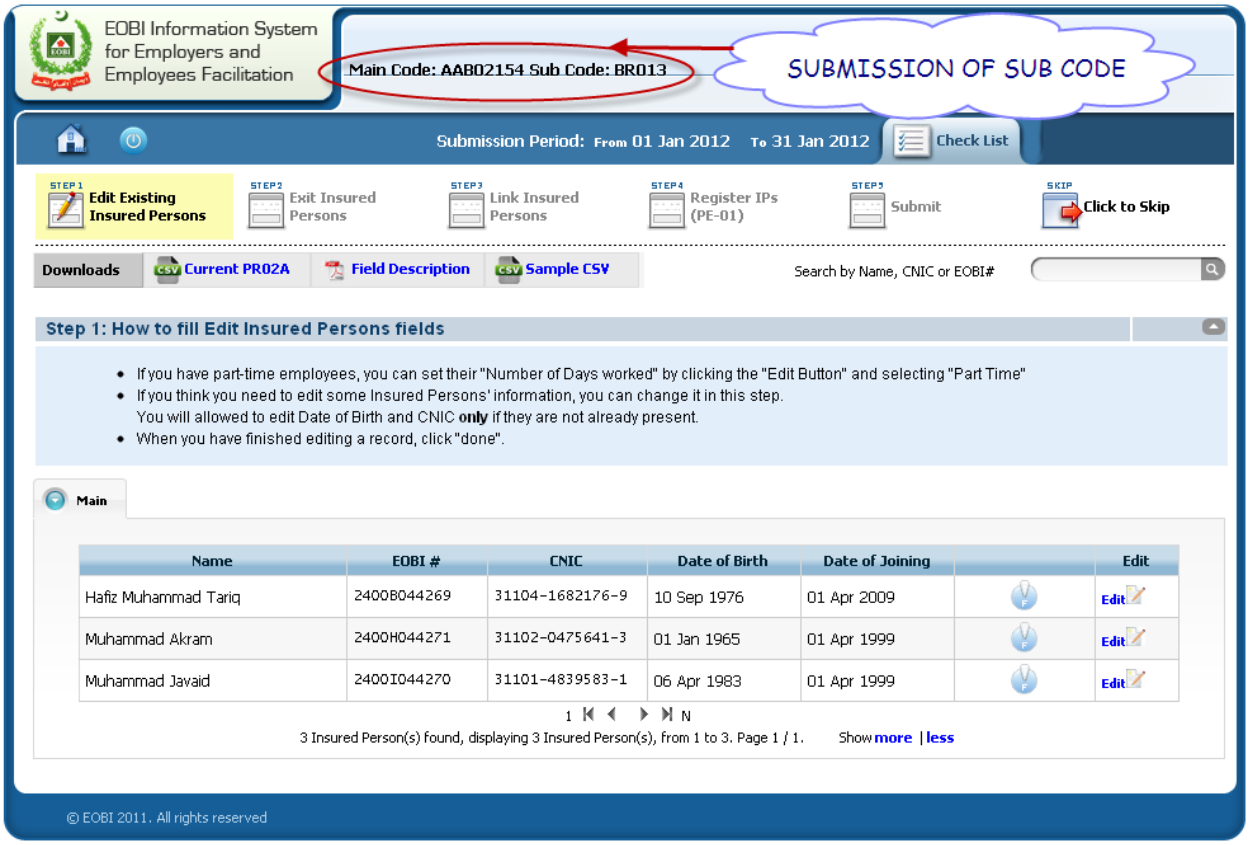
Main Code Employer will go to the PR02A Submission menu.



The System will ask the Employer if it wants to submit the PR02A for itself or for its Sub code(s) displayed in the list.



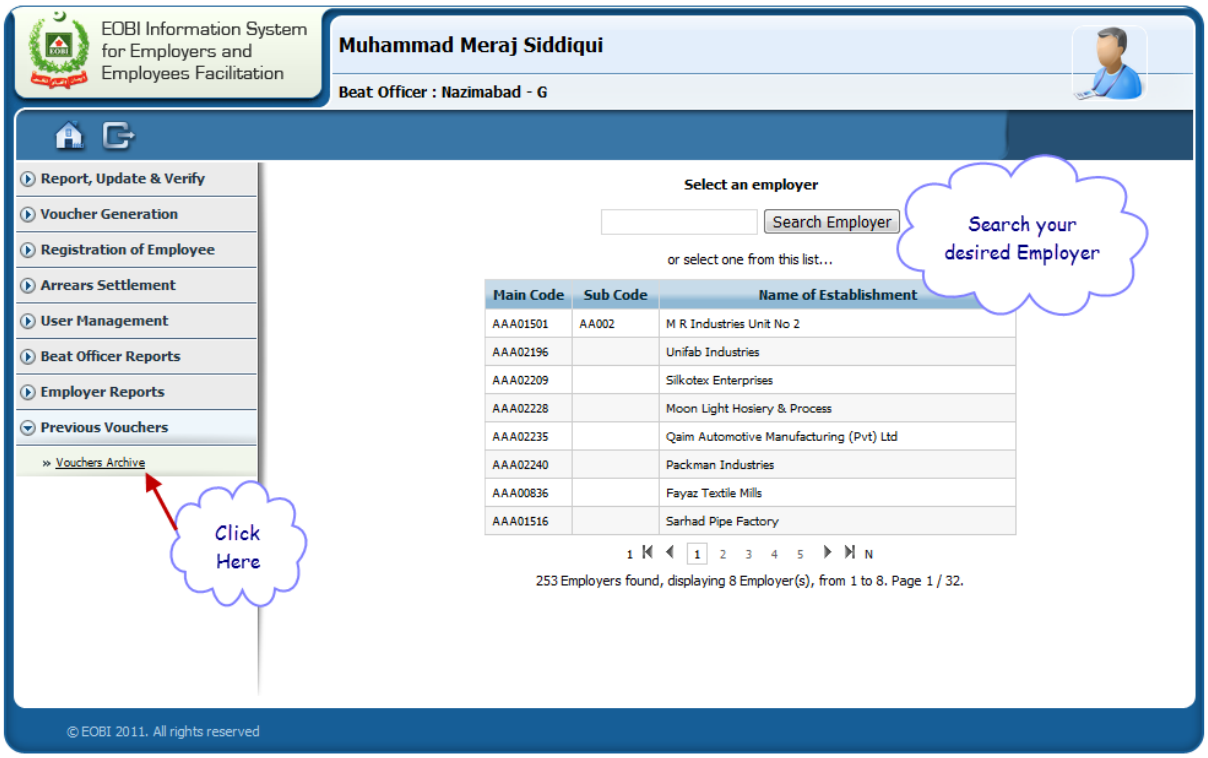
If you will select the Sub Code, then you will be submitting the PR02A for the Sub Code as shown in the Header.

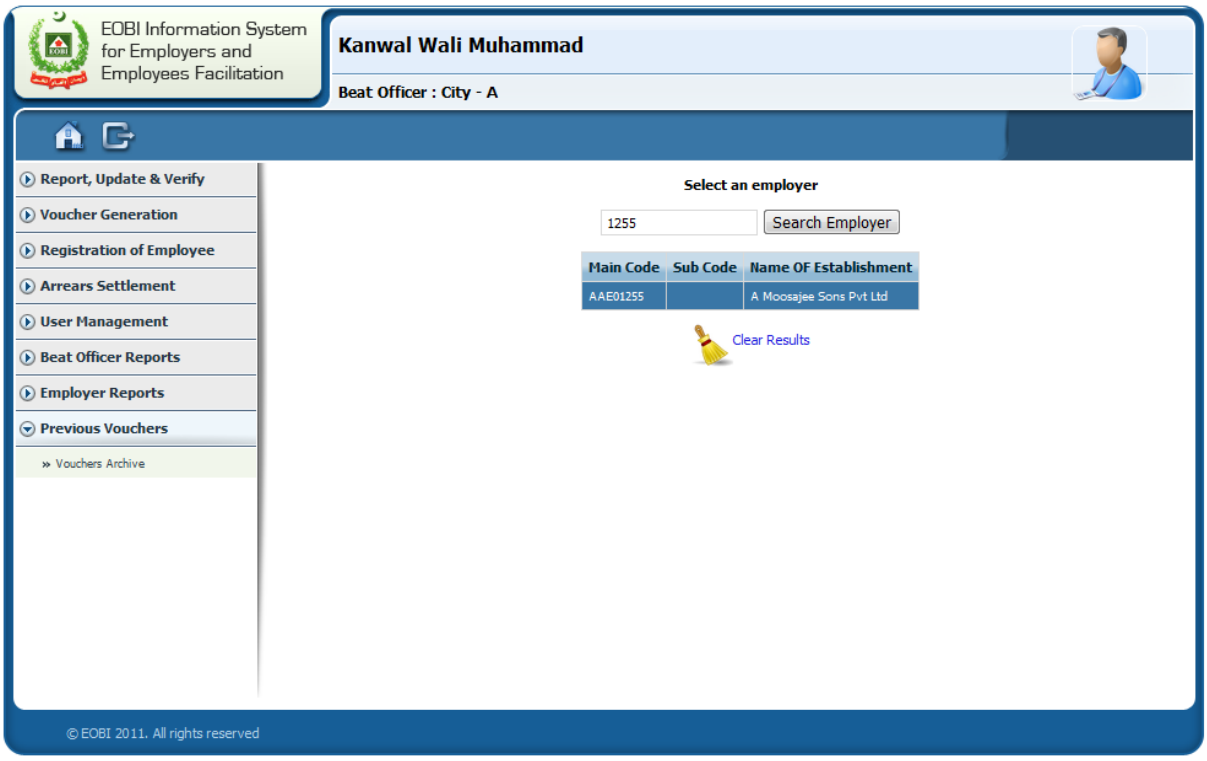

EOBI Information System for Employers and Employees Facilitation
Main Code: AAB02154 Sub Code: BR013
SUBMISSION OF SUB CODE
Submission Period: From 01 Jan 2012 To 31 Jan 2012
Check List
STEP 1 Edit Existing Insured Persons
STEP 2 Exit Insured Persons
STEP 3 Link Insured Persons
STEP 4 Register IPs (PE-01)
STEP 5 Submit
SKIP Click to Skip
Downloads
Current PR02A
Field Description
Sample CSV
Search by Name, CNIC or EOBI#
Step 1: How to fill Edit Insured Persons fields
If you have part-time employees, you can set their "Number of Days worked" by clicking the "Edit Button" and selecting "Part Time"
If you think you need to edit some Insured Persons' information, you can change it in this step.
You will allowed to edit Date of Birth and CNIC only if they are not already present.
When you have finished editing a record, click "done".
Main
Name | EOBI # | CNIC | Date of Birth | Date of Joining | Edit
Hafiz Muhammad Tariq | 2400B044269 | 31104-1682176-9 | 10 Sep 1976 | 01 Apr 2009 | Edit
Muhammad Akram | 2400H044271 | 31102-0475641-3 | 01 Jan 1965 | 01 Apr 1999 | Edit
Muhammad Javaid | 2400I044270 | 31101-4839583-1 | 06 Apr 1983 | 01 Apr 1999 | Edit
1 N
3 Insured Person(s) found, displaying 3 Insured Person(s), from 1 to 3. Page 1 / 1. Show more | less
© EOBI 2011. All rights reserved

2.4.9 Previous Vouchers

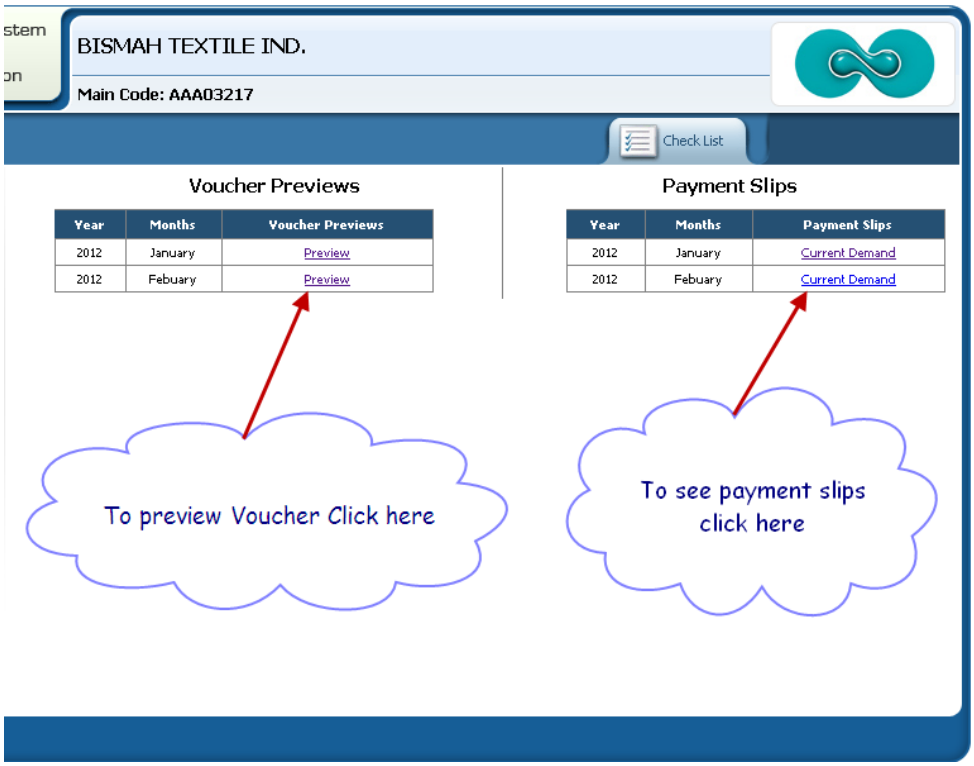
Voucher Archive

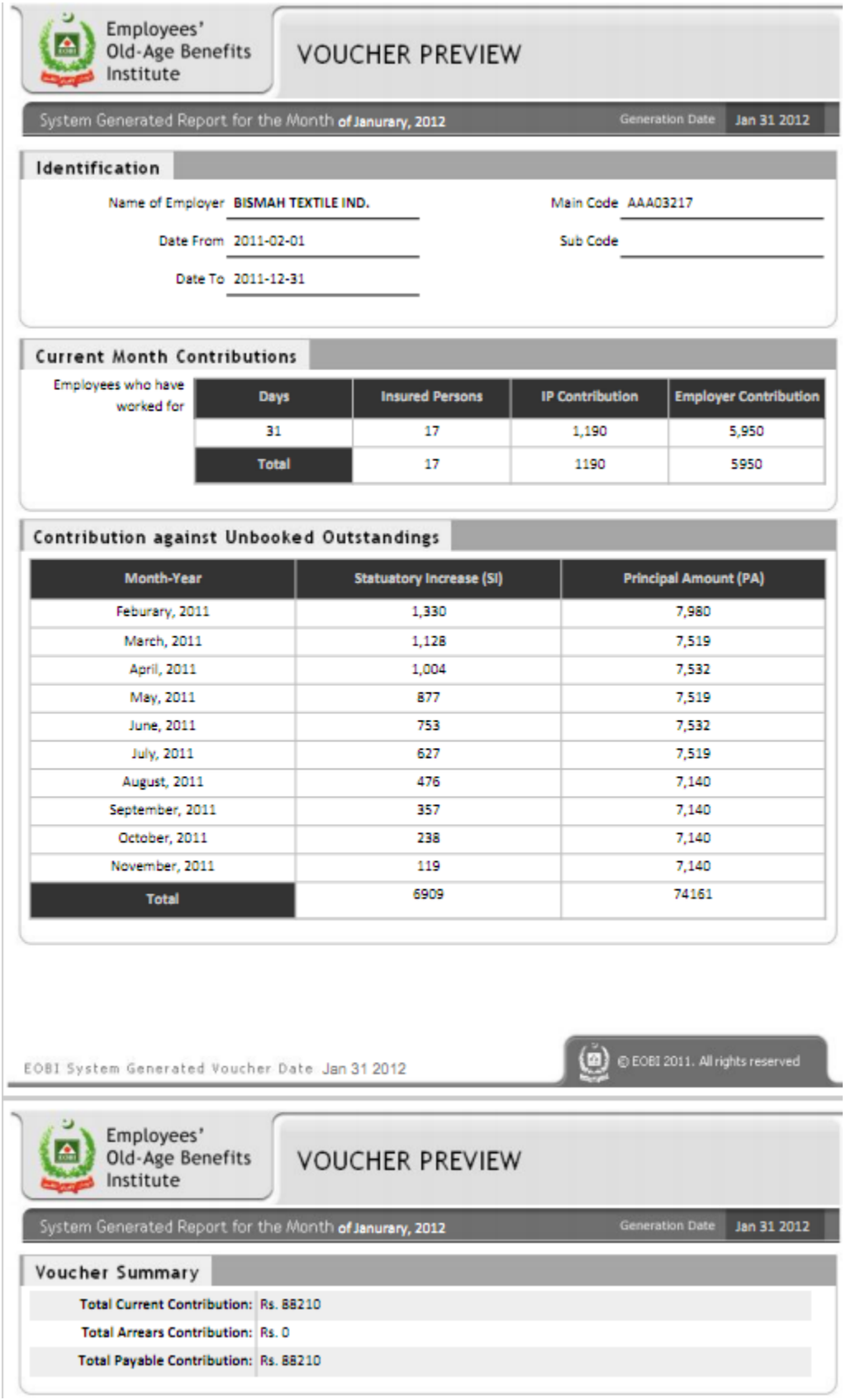
The system archives the previous generated vouchers and the payment slips for the ease of Employer. Employer can view its Previous Archives by going to the following link.


EOBI Information System for Employers and Employees Facilitation
Muhammad Meraj Siddiqui
Beat Officer : Nazimabad - G
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
» Vouchers Archive
Click Here
Select an employer
Search Employer
Search your desired Employer
or select one from this list...
Main Code
Sub Code
Name of Establishment
AAA01501 AA002 M R Industries Unit No 2
AAA02196 Unifab Industries
AAA02209 Silkotex Enterprises
AAA02228 Moon Light Hosiery & Process
AAA02235 Qaim Automotive Manufacturing (Pvt) Ltd
AAA02240 Packman Industries
AAA00836 Fayaz Textile Mills
AAA01516 Sarhad Pipe Factory
1 2 3 4 5 N
253 Employers found, displaying 8 Employer(s), from 1 to 8. Page 1 / 32.
© EOBI 2011. All rights reserved


EOBI Information System for Employers and Employees Facilitation
Kanwal Wali Muhammad
Beat Officer : City - A
Report, Update & Verify
Voucher Generation
Registration of Employee
Arrears Settlement
User Management
Beat Officer Reports
Employer Reports
Previous Vouchers
» Vouchers Archive
Select an employer
1255
Search Employer
Main Code
Sub Code
Name OF Establishment
AAE01255
A Moosajee Sons Pvt Ltd
Clear Results
© EOBI 2011. All rights reserved

This page shows you the previous vouchers generated and previous payment slips generated by the Employer.





Employees' Old-Age Benefits Institution

VOUCHER PREVIEW

System Generated Report for the Month of Janurary, 2012 — Generation Date: Jan 31 2012

Identification

Name of Employer: BISMAH TEXTILE IND.
Main Code: AAA03217
Date From: 2011-02-01
Sub Code:
Date To: 2011-12-31

Current Month Contributions

Employees who have worked for

Days	Insured Persons	IP Contribution	Employer Contribution
31	17	1,190	5,950
Total	17	1190	5950

Contribution against Unbooked Outstandings

Month-Year	Statuatory Increase (SI)	Principal Amount (PA)
Feburary, 2011	1,330	7,980
March, 2011	1,128	7,519
April, 2011	1,004	7,532
May, 2011	877	7,519
June, 2011	753	7,532
July, 2011	627	7,519
August, 2011	476	7,140
September, 2011	357	7,140
October, 2011	238	7,140
November, 2011	119	7,140
Total	6909	74161

EOBI System Generated Voucher Date: Jan 31 2012

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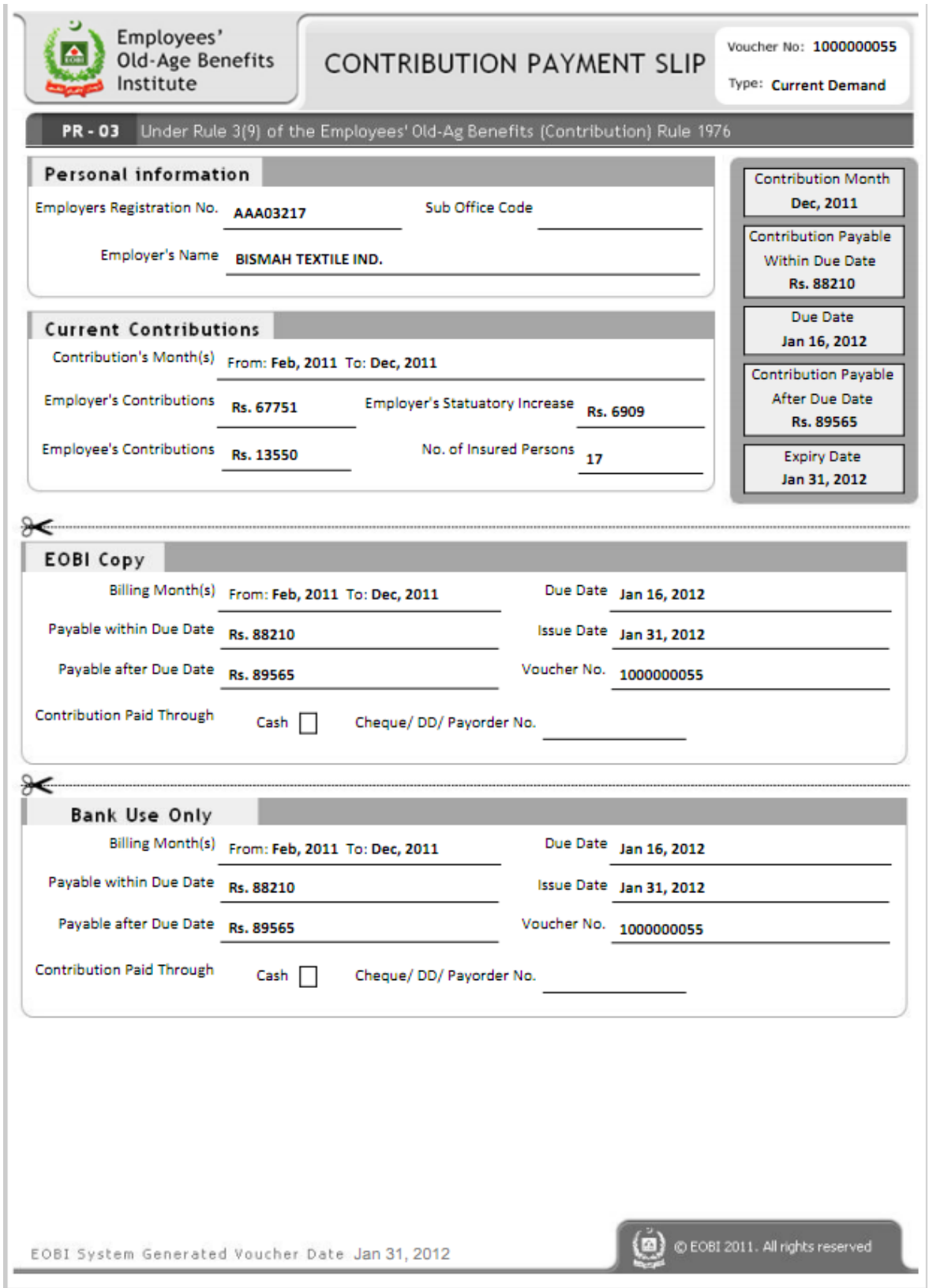
Employees' Old-Age Benefits Institution

VOUCHER PREVIEW

System Generated Report for the Month of Janurary, 2012 — Generation Date: Jan 31 2012

Voucher Summary

Total Current Contribution:	Rs. 88210
Total Arrears Contribution:	Rs. 0
Total Payable Contribution:	Rs. 88210



Employees' Old-Age Benefits Institute

CONTRIBUTION PAYMENT SLIP

Voucher No: **1000000055**

Type: **Current Demand**

PR - 03 Under Rule 3(9) of the Employees' Old-Ag Benefits (Contribution) Rule 1976

Personal information

Employers Registration No. **AAA03217** Sub Office Code

Employer's Name **BISMAH TEXTILE IND.**

Current Contributions

Contribution's Month(s) From: **Feb, 2011** To: **Dec, 2011**

Employer's Contributions **Rs. 67751** Employer's Statuatory Increase **Rs. 6909**

Employee's Contributions **Rs. 13550** No. of Insured Persons **17**

Contribution Month **Dec, 2011**

Contribution Payable Within Due Date **Rs. 88210**

Due Date **Jan 16, 2012**

Contribution Payable After Due Date **Rs. 89565**

Expiry Date **Jan 31, 2012**

EOBI Copy

Billing Month(s) From: **Feb, 2011** To: **Dec, 2011** Due Date **Jan 16, 2012**

Payable within Due Date **Rs. 88210** Issue Date **Jan 31, 2012**

Payable after Due Date **Rs. 89565** Voucher No. **1000000055**

Contribution Paid Through Cash ☐ Cheque/ DD/ Payorder No.

Bank Use Only

Billing Month(s) From: **Feb, 2011** To: **Dec, 2011** Due Date **Jan 16, 2012**

Payable within Due Date **Rs. 88210** Issue Date **Jan 31, 2012**

Payable after Due Date **Rs. 89565** Voucher No. **1000000055**

Contribution Paid Through Cash ☐ Cheque/ DD/ Payorder No.

EOBI System Generated Voucher Date Jan 31, 2012

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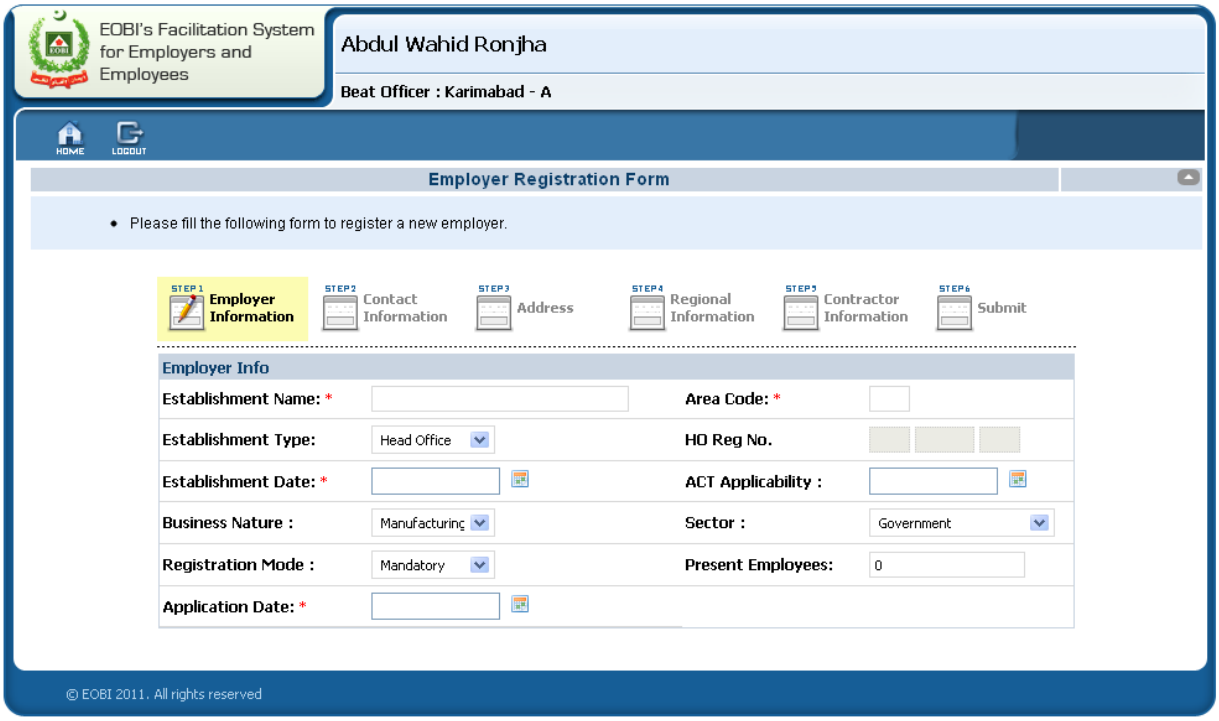
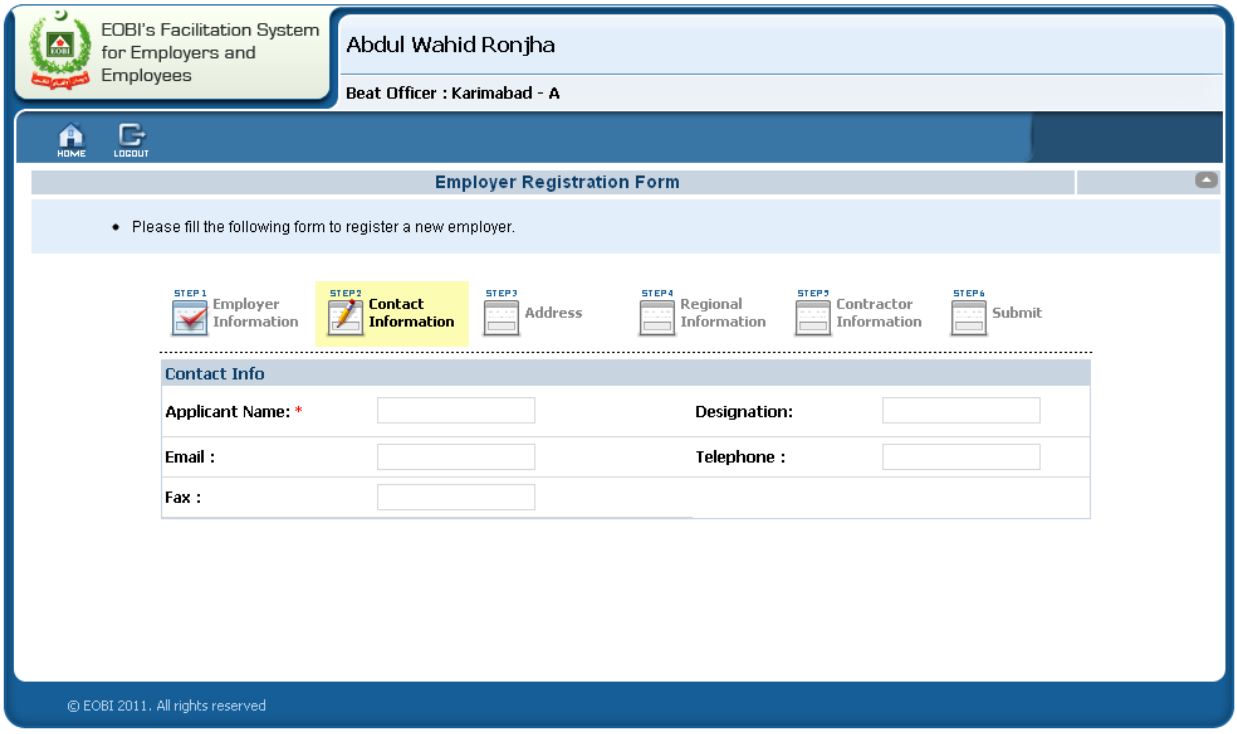
2.5 Register Employer (PR01 for Beat Officer)

Beat Officer can register the employer by using employer section.

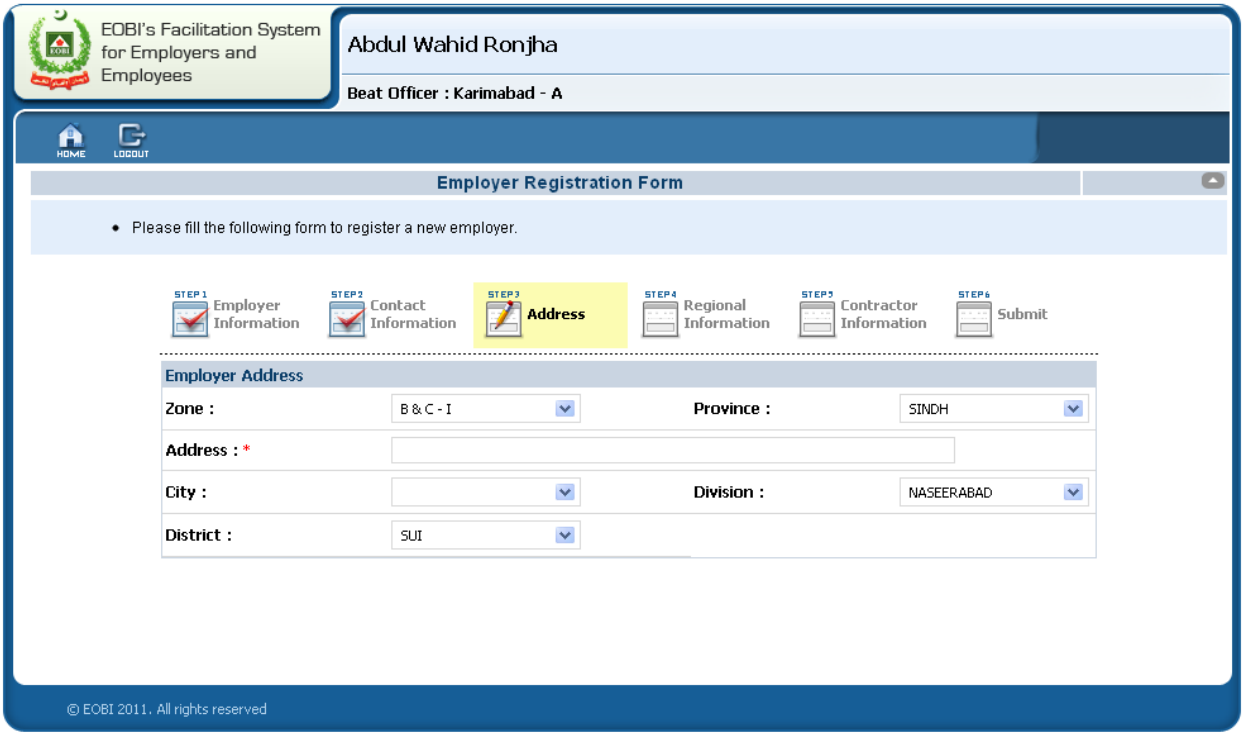
Step 1: Enter the employer Information



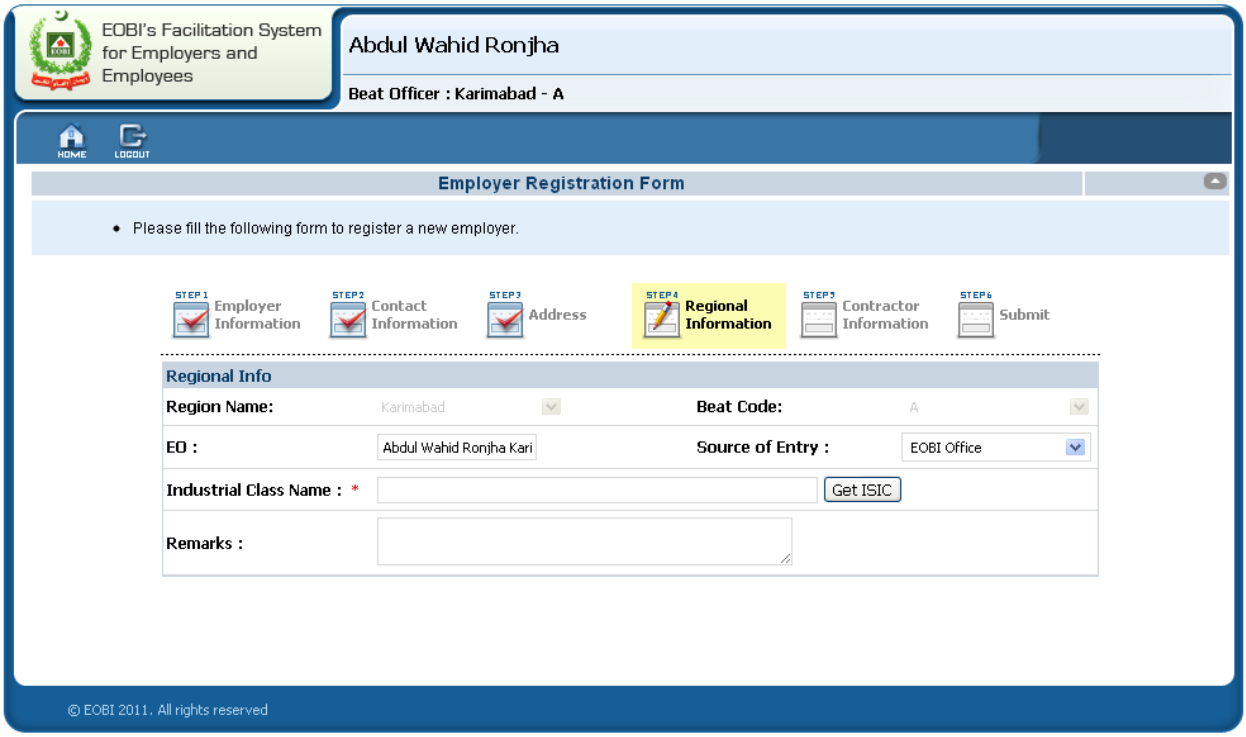
Step 2: Enter the contact information



Step 3: Enter the Address Information



Step 4: Enter the Regional Information


EOBI's Facilitation System for Employers and Employees
Abdul Wahid Ronjha
Beat Officer : Karimabad - A
HOME
LOGOUT
Employer Registration Form
Please fill the following form to register a new employer.
STEP 1 Employer Information
STEP 2 Contact Information
STEP 3 Address
STEP 4 Regional Information
STEP 5 Contractor Information
STEP 6 Submit
Regional Info
Region Name: Karimabad
Beat Code: A
EO : Abdul Wahid Ronjha Kari
Source of Entry : EOBI Office
Industrial Class Name : *
Get ISIC
Remarks :
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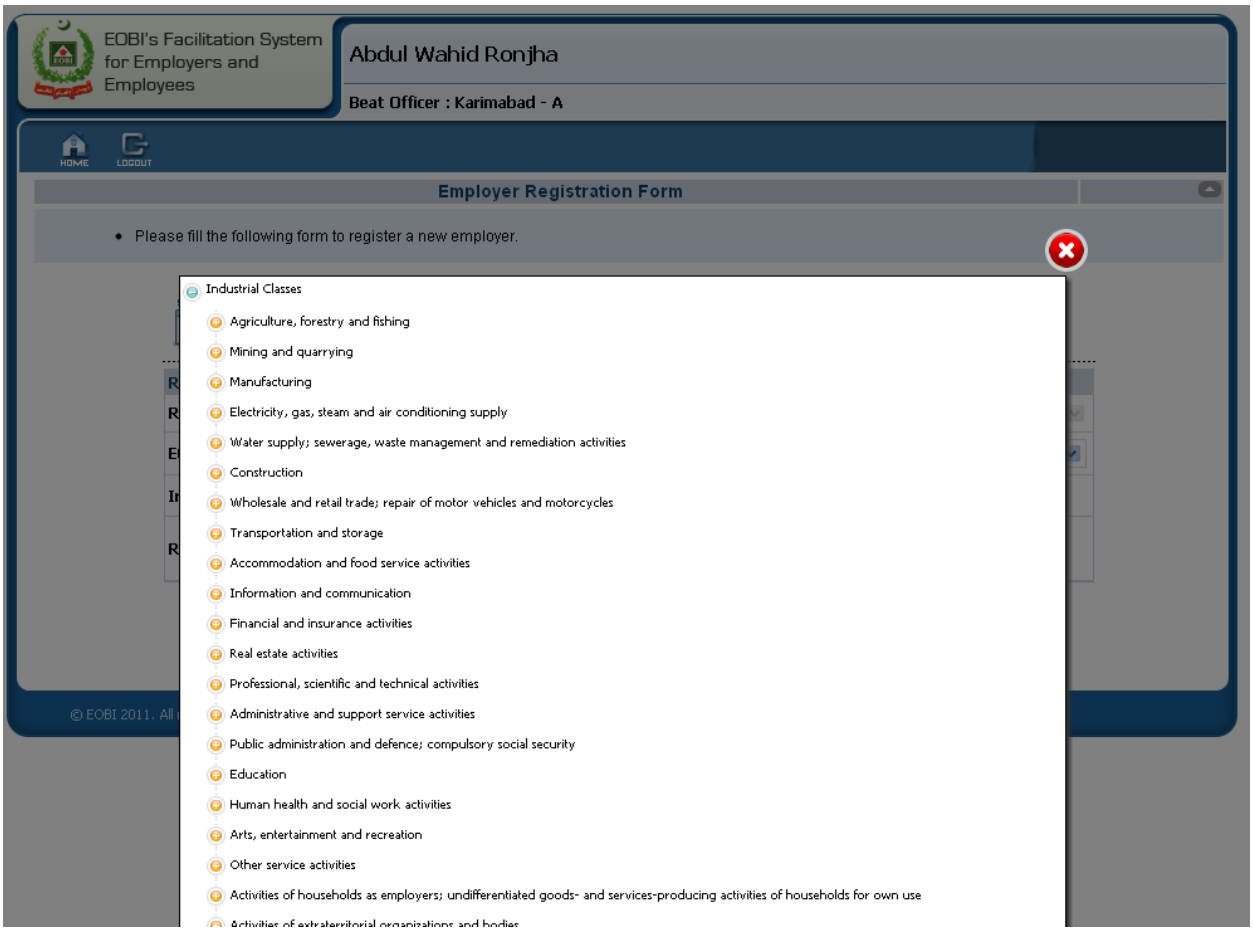
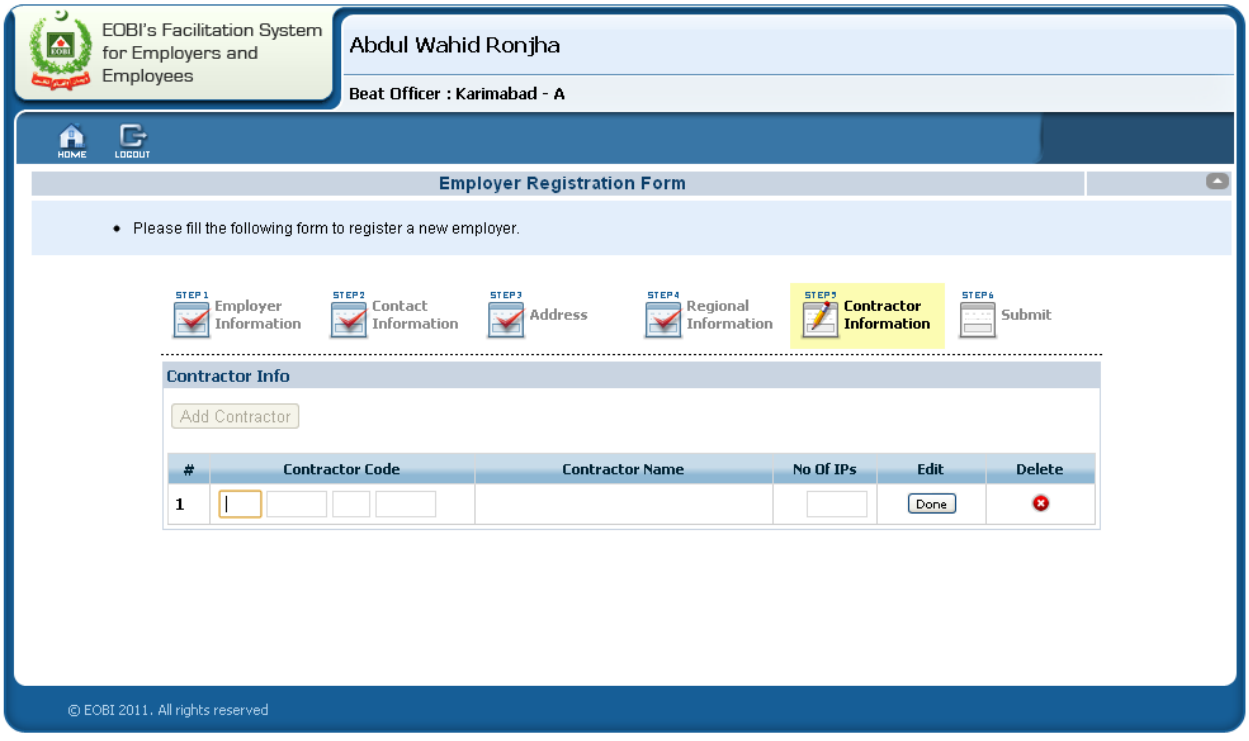
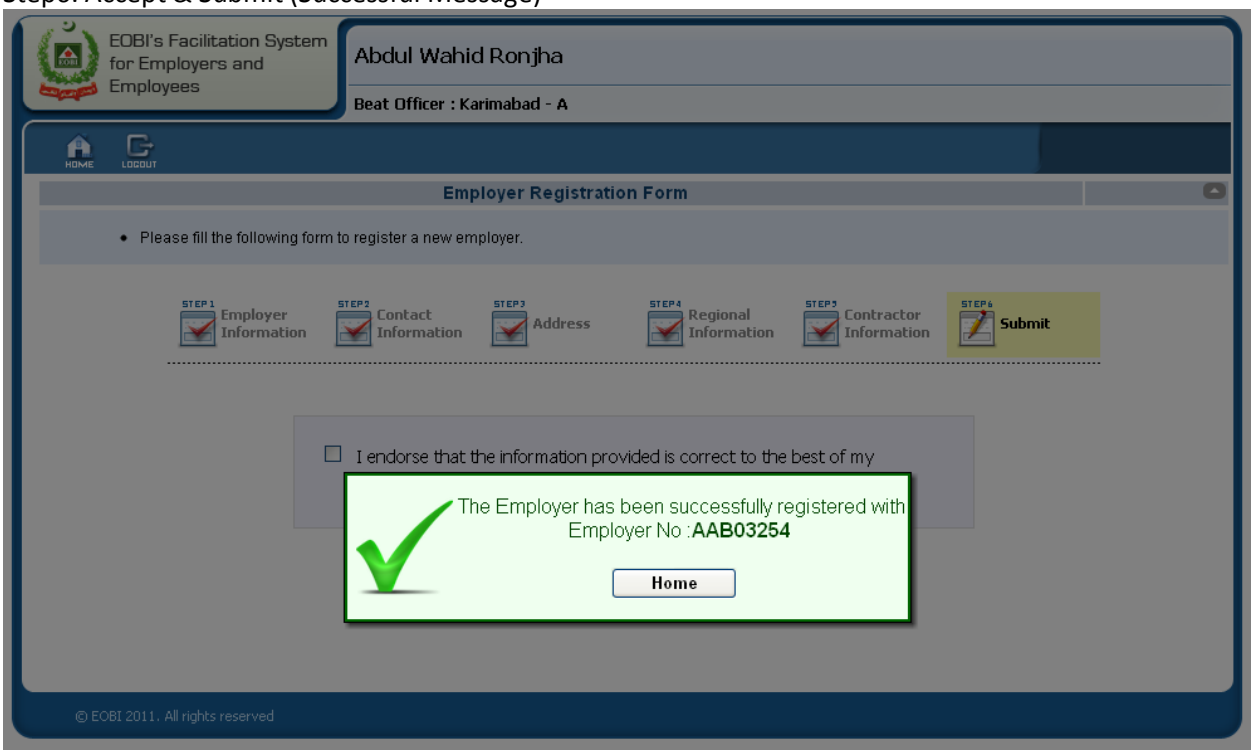
Step4 - Select Industrial Class Name


EOBI's Facilitation System for Employers and Employees
Abdul Wahid Ronjha
Beat Officer : Karimabad - A
HOME
LOGOUT
Employer Registration Form
Please fill the following form to register a new employer.
Industrial Classes
Agriculture, forestry and fishing
Mining and quarrying
Manufacturing
Electricity, gas, steam and air conditioning supply
Water supply; sewerage, waste management and remediation activities
Construction
Wholesale and retail trade; repair of motor vehicles and motorcycles
Transportation and storage
Accommodation and food service activities
Information and communication
Financial and insurance activities
Real estate activities
Professional, scientific and technical activities
Administrative and support service activities
Public administration and defence; compulsory social security
Education
Human health and social work activities
Arts, entertainment and recreation
Other service activities
Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

Step5: Enter the Contractor Information



Step6: Accept & Submit (Successful Message)


EOBI's Facilitation System for Employers and Employees
Abdul Wahid Ronjha
Beat Officer : Karimabad - A
HOME
LOGOUT
Employer Registration Form
Please fill the following form to register a new employer.
STEP 1 Employer Information
STEP 2 Contact Information
STEP 3 Address
STEP 4 Regional Information
STEP 5 Contractor Information
STEP 6 Submit
I endorse that the information provided is correct to the best of my
The Employer has been successfully registered with Employer No :AAB03254
Home
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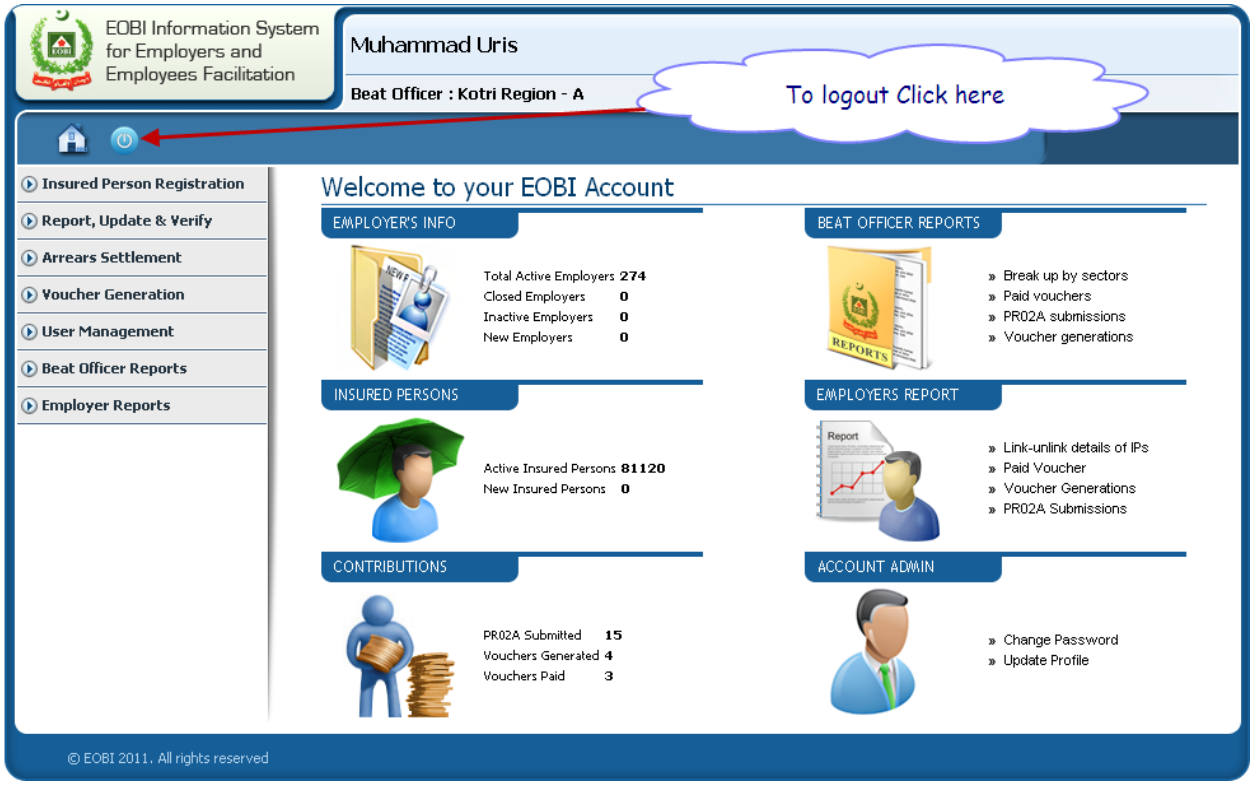
2.6 Logout



2.7 Senior Management Report

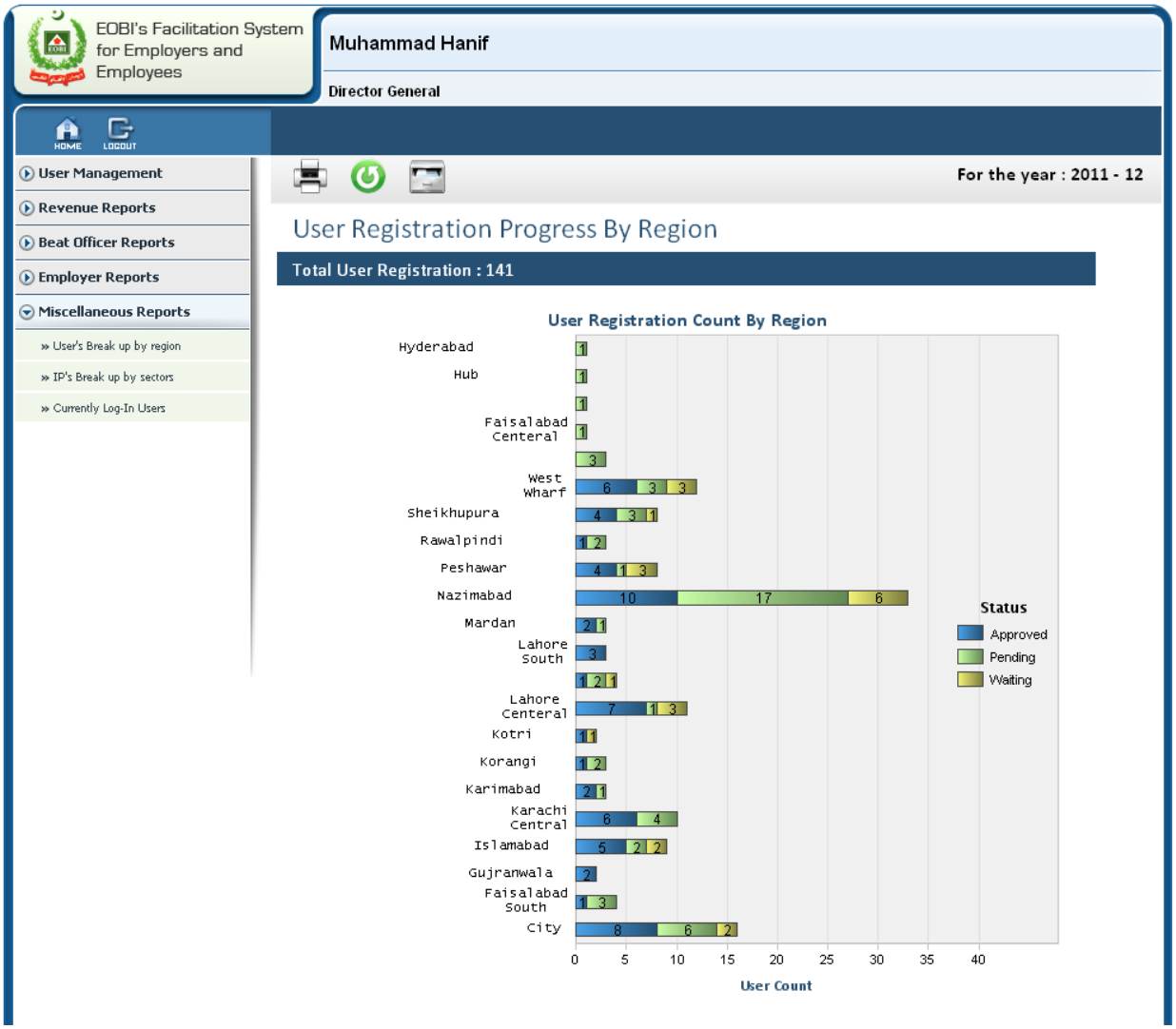
Miscellaneous Report Section (For Senior Management)

Three Reports are added under this section

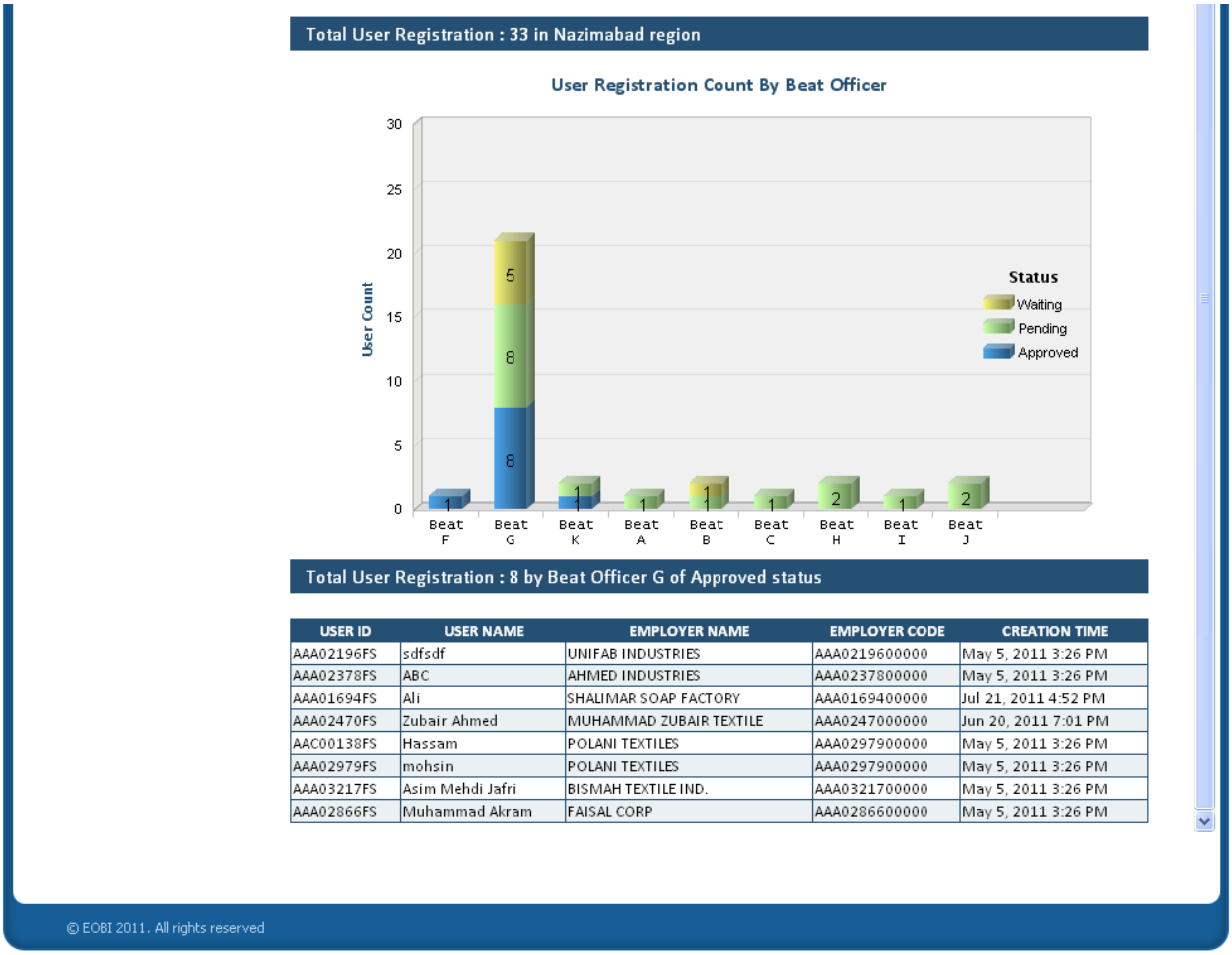
- User's Breakup by region
- IP's Breakup by sectors
- Currently Log-In Users

User's Break up by region Report

This reports will show the user registration count under their respective region.



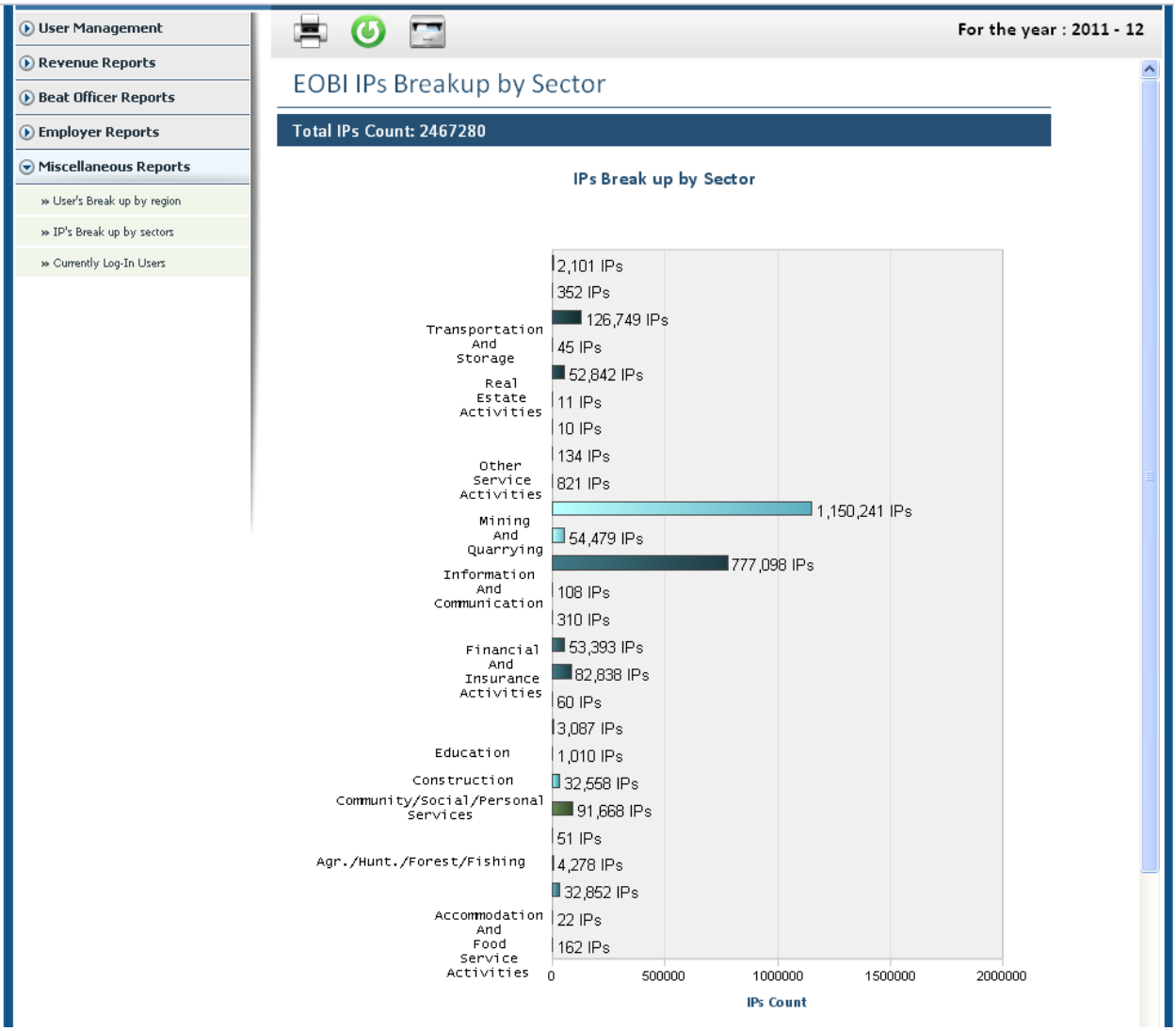
Drilldown by selecting particular region & beat officer



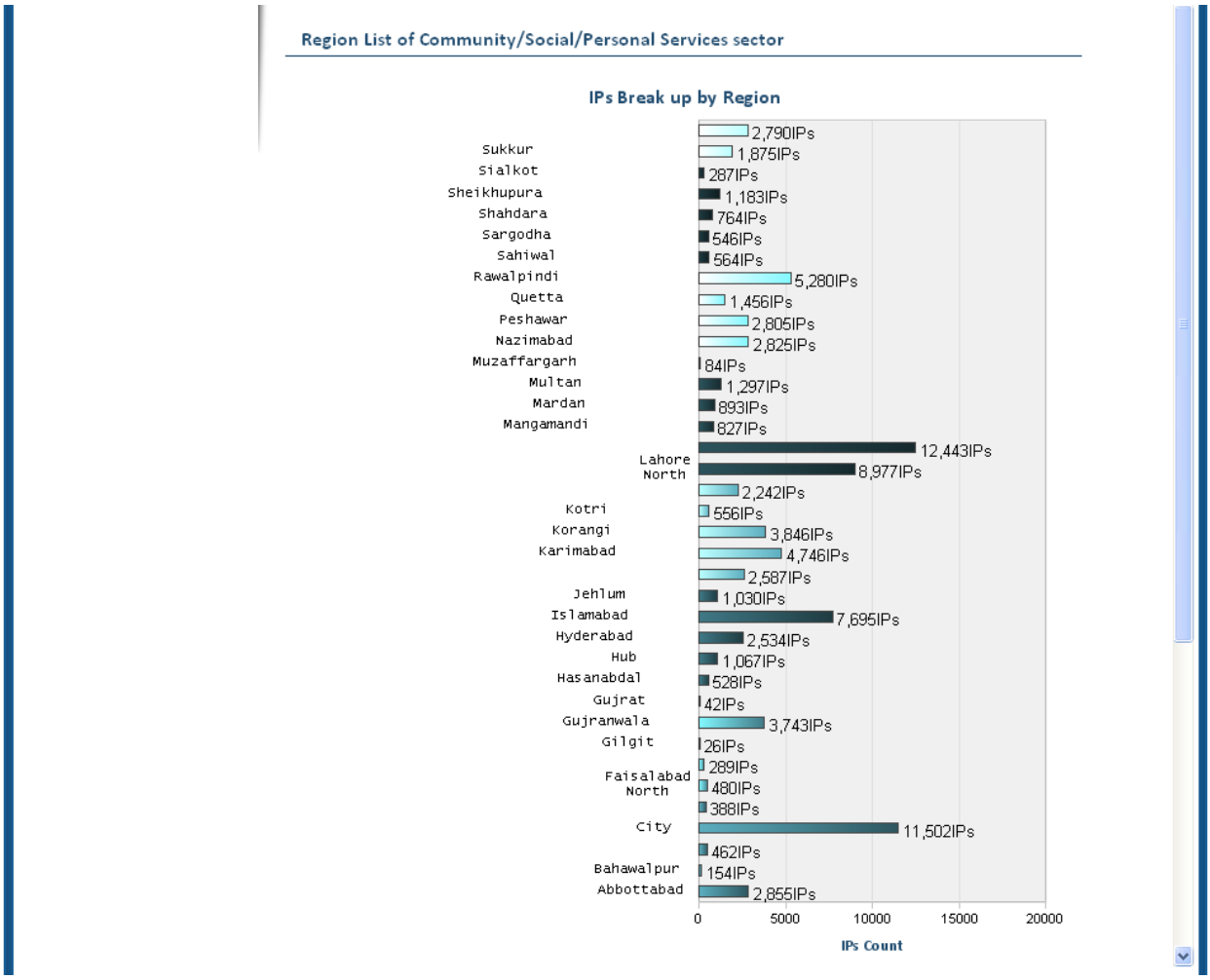
USER ID	USER NAME	EMPLOYER NAME	EMPLOYER CODE	CREATION TIME
AAA02196FS	sdfsdf	UNIFAB INDUSTRIES	AAA0219600000	May 5, 2011 3:26 PM
AAA02378FS	ABC	AHMED INDUSTRIES	AAA0237800000	May 5, 2011 3:26 PM
AAA01694FS	Ali	SHALIMAR SOAP FACTORY	AAA0169400000	Jul 21, 2011 4:52 PM
AAA02470FS	Zubair Ahmed	MUHAMMAD ZUBAIR TEXTILE	AAA0247000000	Jun 20, 2011 7:01 PM
AAC00138FS	Hassam	POLANI TEXTILES	AAA0297900000	May 5, 2011 3:26 PM
AAA02979FS	mohsin	POLANI TEXTILES	AAA0297900000	May 5, 2011 3:26 PM
AAA03217FS	Asim Mehdi Jafri	BISMAH TEXTILE IND.	AAA0321700000	May 5, 2011 3:26 PM
AAA02866FS	Muhammad Akram	FAISAL CORP	AAA0286600000	May 5, 2011 3:26 PM

IPs Breakup by sectors Report

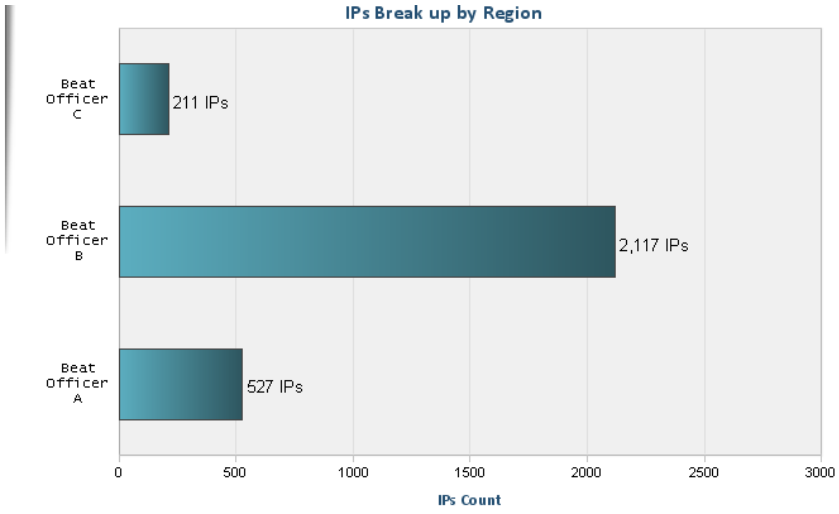
This report show the number of insured person under their respective sectors.



Drill down by selecting sector



Drill down by selecting Region & Beat Officer

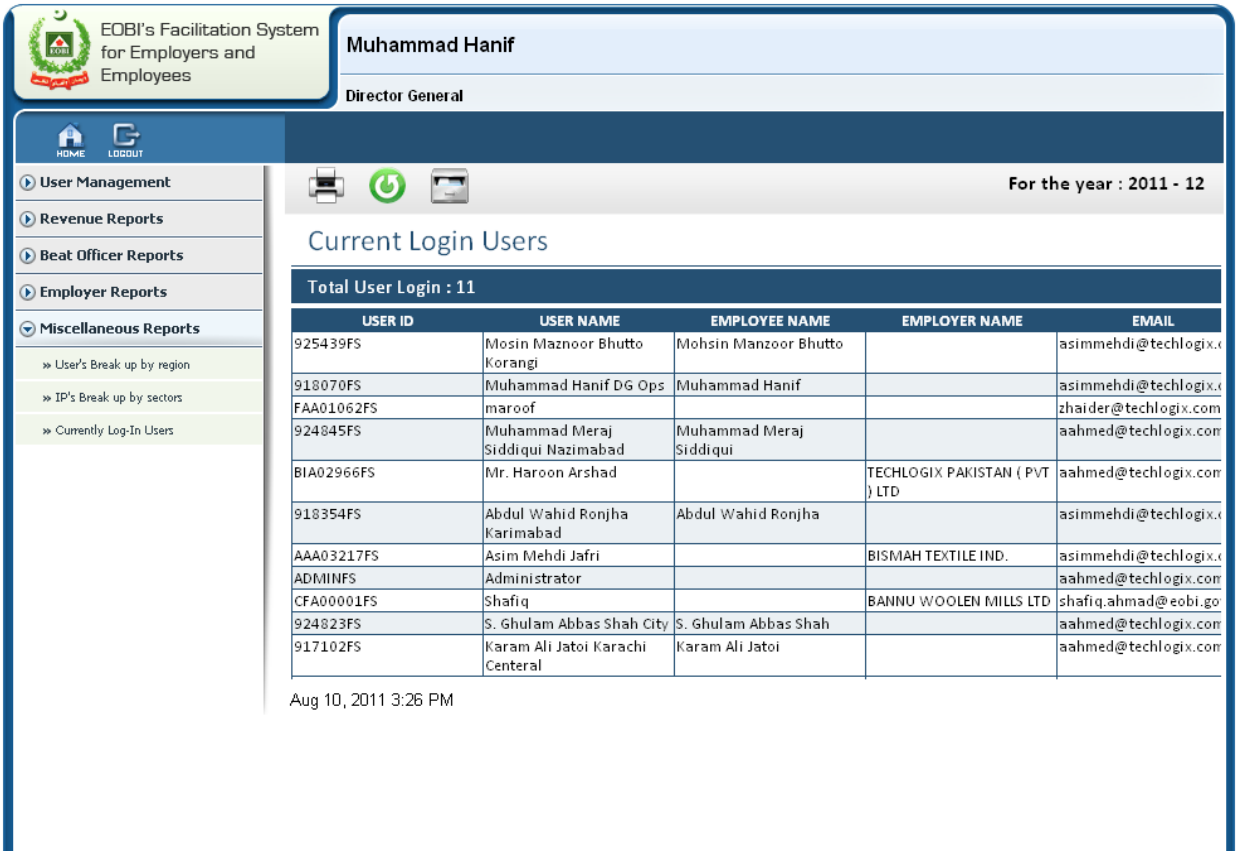


Employeer List of Beat Officer A

Employer Name	Employer Code	Sub Sector	IPs Count
WHITE HOUSE TAILORS	CAA0040400000	Activities Of Households As Employers Of Domestic Personnel	4
ILTAF HOSPITAL	CAA0013500000	Medical	7
ORUSH HOSPITAL	CAA0027900000	Medical	5
AFZAL HOSPITAL	CAA0017300000	Medical	11
HIRA GENARAL HOSPITAL	CAA0013100000	Medical	18
TAJ MAHAL CINEMA	CAA0000900000	Recreational/Cultural Services	34
AL SYED HOSPITAL (PVT) LTD	CAA0011900000	Medical	5
MULLER & PHIPPS PAKISTAN LTD	AAB001370CA29	Medical	18
REHMAT MEMORIAL HOSPITAL PVT LTD.	CAA0009100000	Medical	16
BACH CHRISTIAN HOSPITAL	CAA0003400000	Medical	389
GILANI HOSPITAL COMPLEX	CAA0018200000	Medical	20
		Total	527

Currently login users report

This report will show the currently login users in system.


EOBI's Facilitation System for Employers and Employees
Muhammad Hanif
Director General
HOME
LOGOUT
User Management
Revenue Reports
Beat Officer Reports
Employer Reports
Miscellaneous Reports
» User's Break up by region
» IP's Break up by sectors
» Currently Log-In Users
For the year : 2011 - 12
Current Login Users
Total User Login : 11
USER ID | USER NAME | EMPLOYEE NAME | EMPLOYER NAME | EMAIL
925439FS | Mosin Maznoor Bhutto Korangi | Mohsin Manzoor Bhutto | | asimmehdi@techlogix.
918070FS | Muhammad Hanif DG Ops | Muhammad Hanif | | asimmehdi@techlogix.
FAA01062FS | maroof | | | zhaider@techlogix.com
924845FS | Muhammad Meraj Siddiqui Nazimabad | Muhammad Meraj Siddiqui | | aahmed@techlogix.com
BIA02966FS | Mr. Haroon Arshad | | TECHLOGIX PAKISTAN (PVT) LTD | aahmed@techlogix.com
918354FS | Abdul Wahid Ronjha Karimabad | Abdul Wahid Ronjha | | asimmehdi@techlogix.
AAA03217FS | Asim Mehdi Jafri | | BISMAH TEXTILE IND. | asimmehdi@techlogix.
ADMINFS | Administrator | | | aahmed@techlogix.com
CFA00001FS | Shafiq | | BANNU WOOLEN MILLS LTD | shafiq.ahmad@eobi.go
924823FS | S. Ghulam Abbas Shah City | S. Ghulam Abbas Shah | | aahmed@techlogix.com
917102FS | Karam Ali Jatoi Karachi Centeral | Karam Ali Jatoi | | aahmed@techlogix.com
Aug 10, 2011 3:26 PM

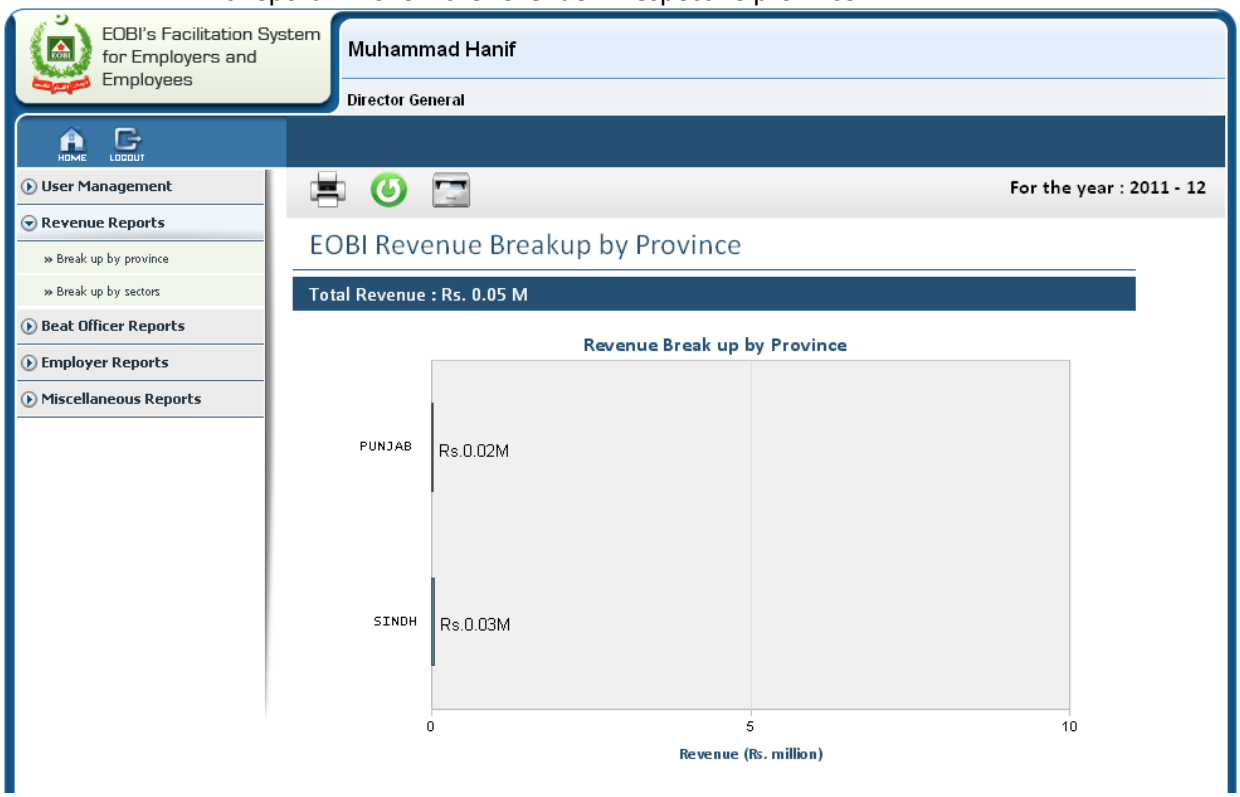
Revenue Reports Section

Two reports come under this section:

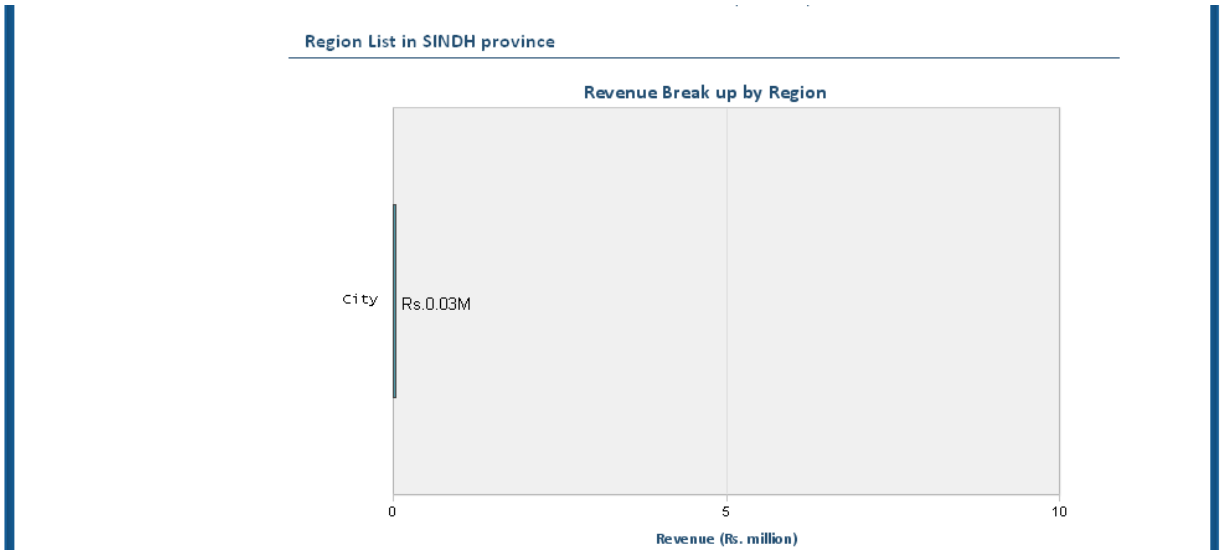
- Breakup by province
- Breakup by sectors

Breakup by province (For Senior Management)

This report will show the revenue in respective province.



Drilldown to Region by selecting Province



Further drilldown to Beat Officer and Employer by selecting region

Beat Officer List of City region
Revenue Break up by Beat Officer
Beat Officer A
Rs.0.03M
0
5
10
Revenue (Rs. million)
Employeer List of Beat Officer A
Employer Name | Employer Code | Sub Sector | Beat Officer Name | SI (Rs.) | REVENUE (Rs.)
Industrial Promotion Services (Pakistan) Ltd | AAB0042700000 | Miscellaneous | S. Ghulam Abbas Shah A | 196 | 11956
Associated Constructors Ltd | AAA001110AA07 | Construction | S. Ghulam Abbas Shah A | 140 | 8540
Shezan International | AAB0018200000 | Miscellaneous | S. Ghulam Abbas Shah A | 105 | 6405
Total | 441 | 26901
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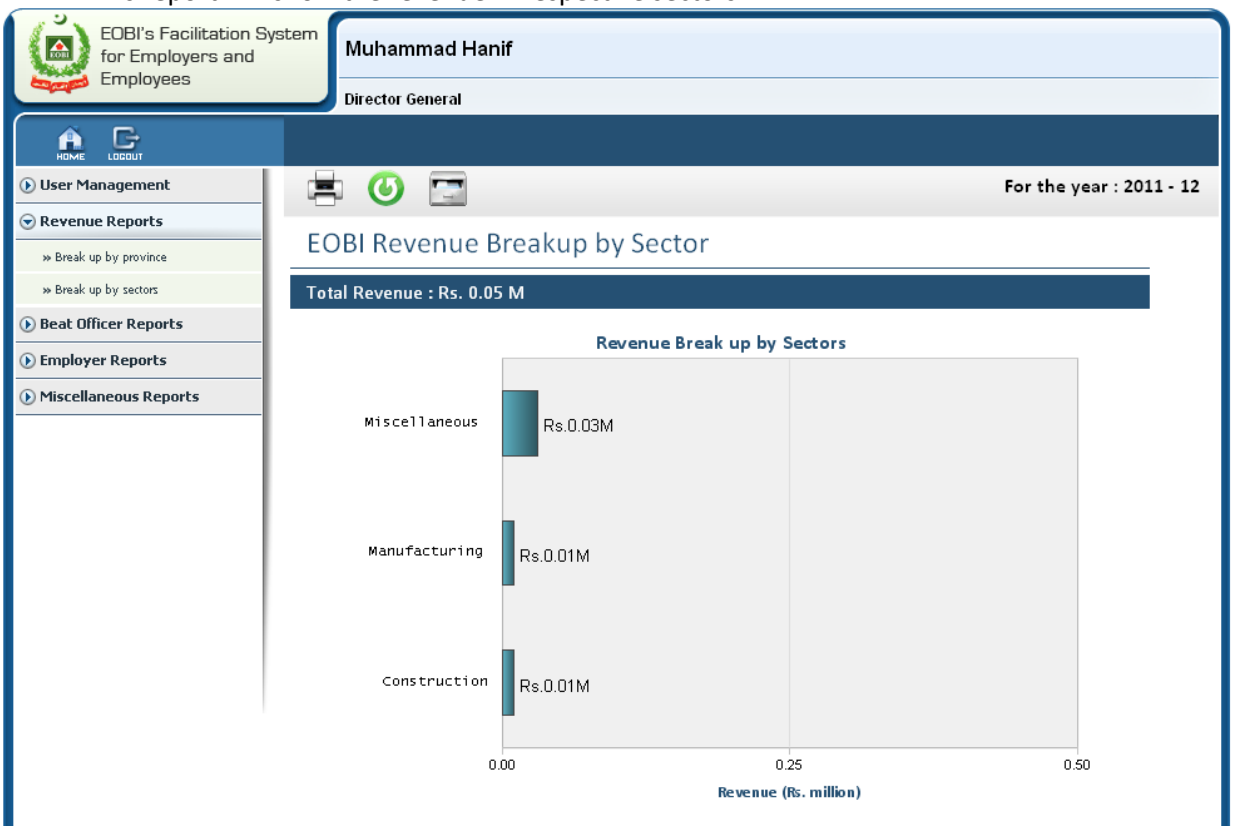
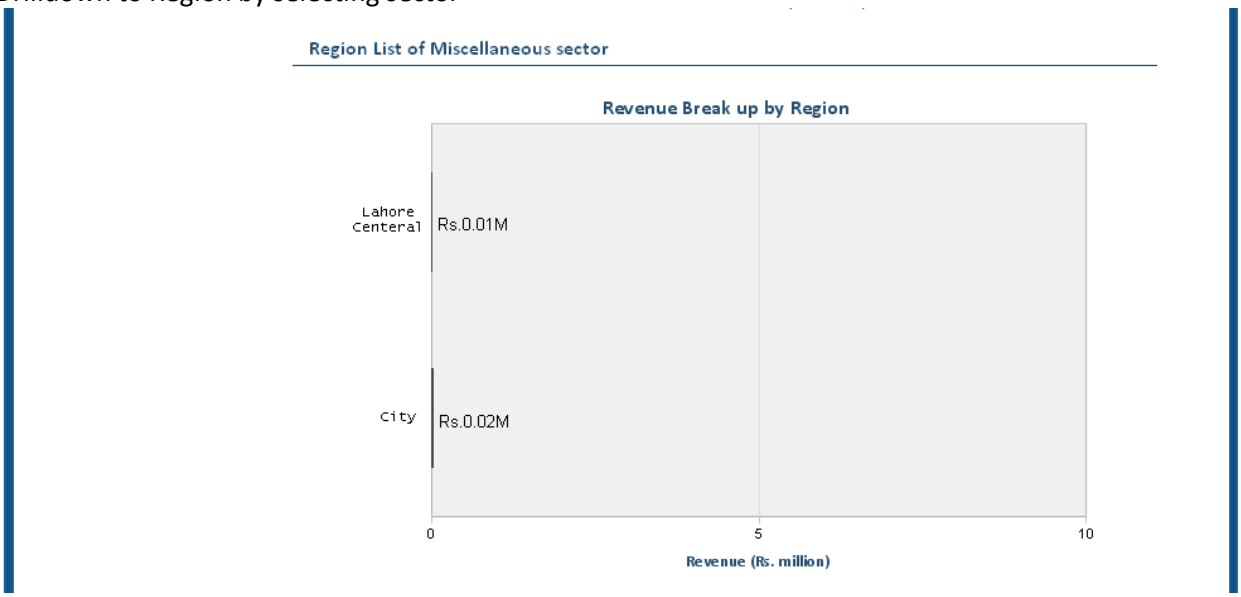
Breakup by sectors (For Senior Management)

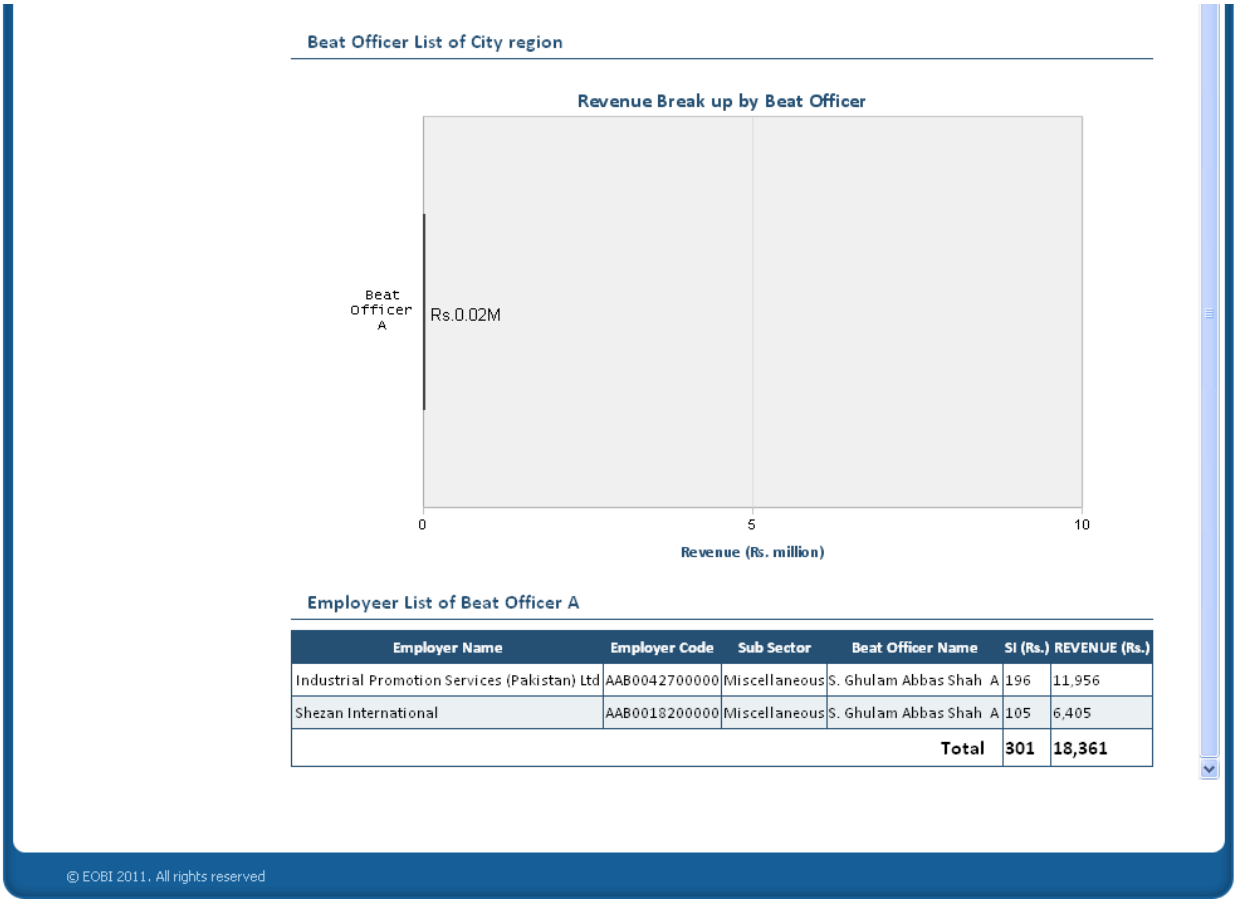
This report will show the revenue in respective sectors.



Drilldown to Region by selecting sector



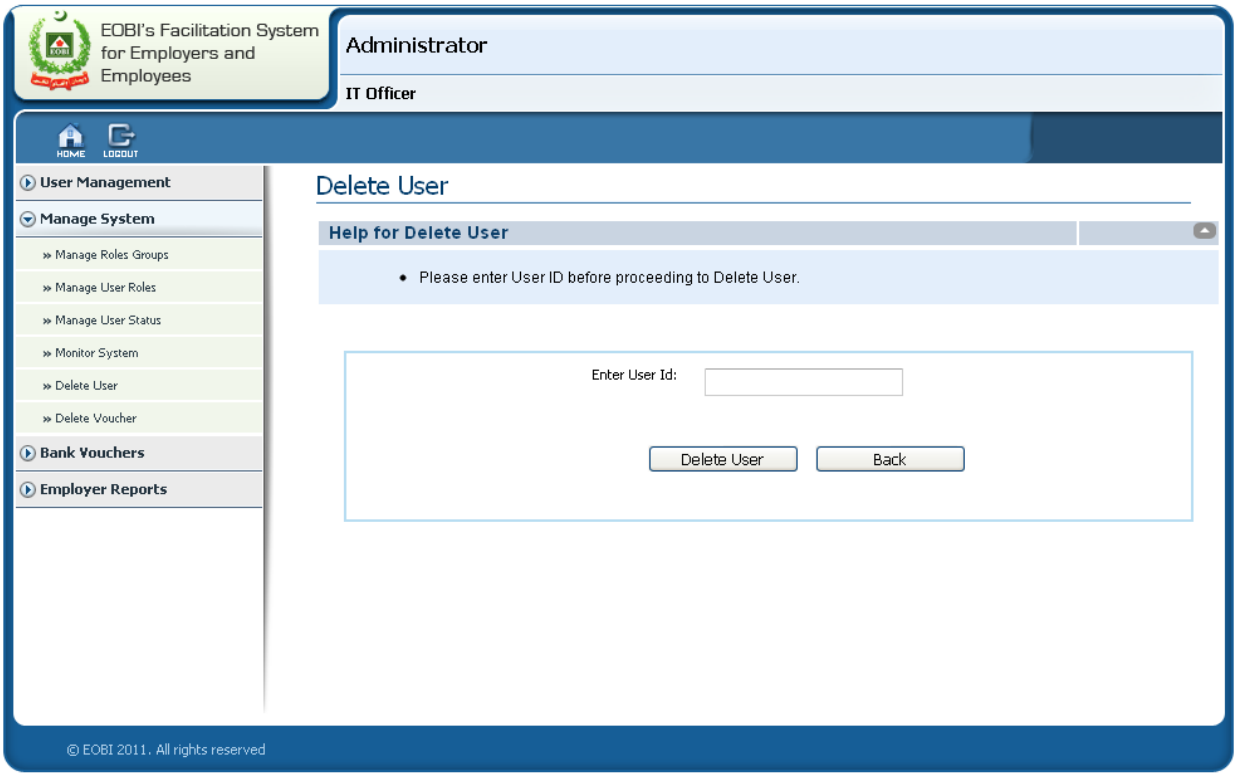
Drilldown to Beat Officer & Employer by selecting Region



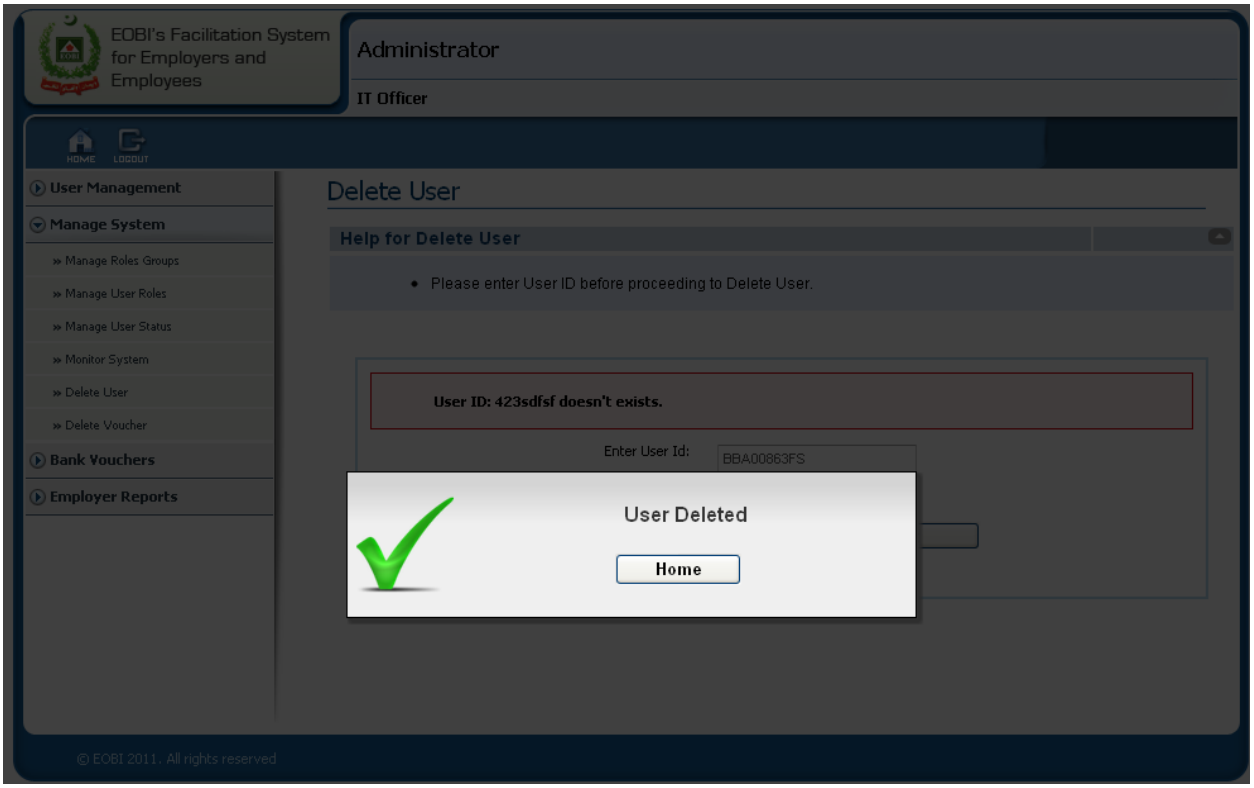
2.8 Administrator Role

Delete User for System Administrator

Administrator can delete the user by giving the user id.



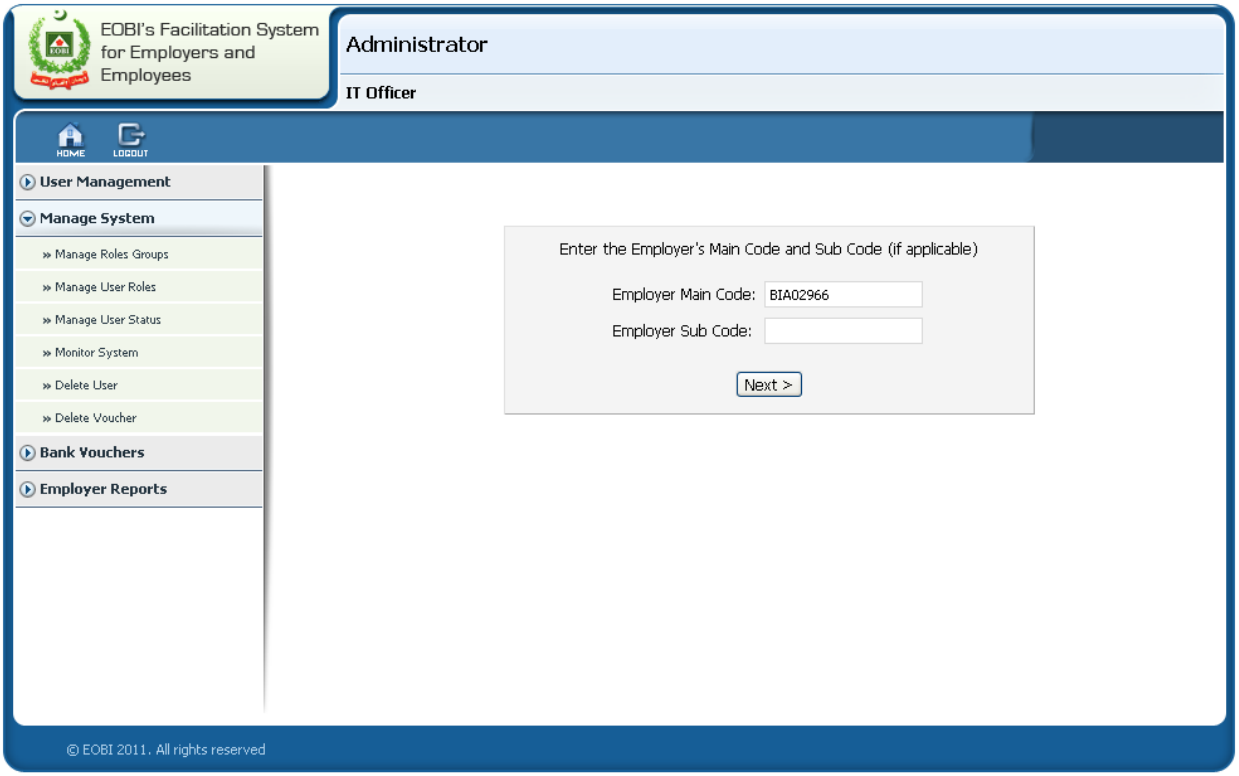
After User Confirmation UserID will be deleted.



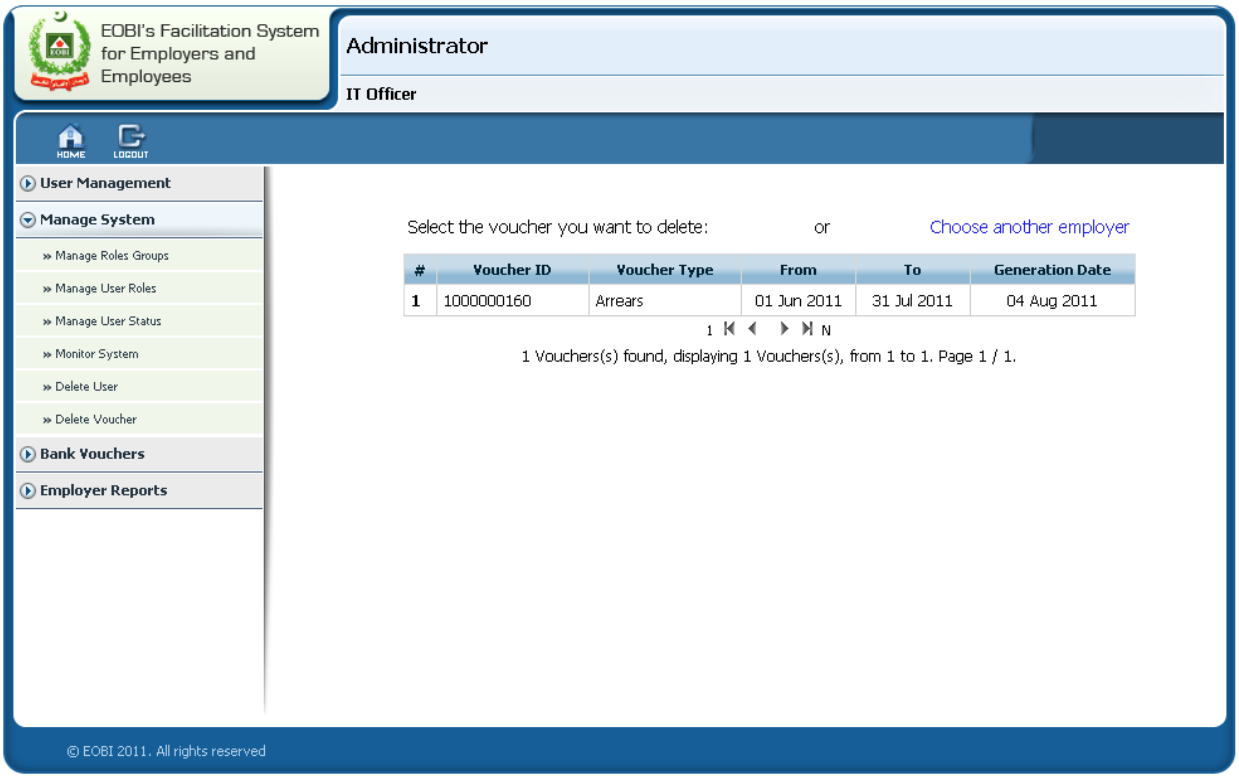
Delete Voucher for System Administrator

Administrator can delete the generated voucher.

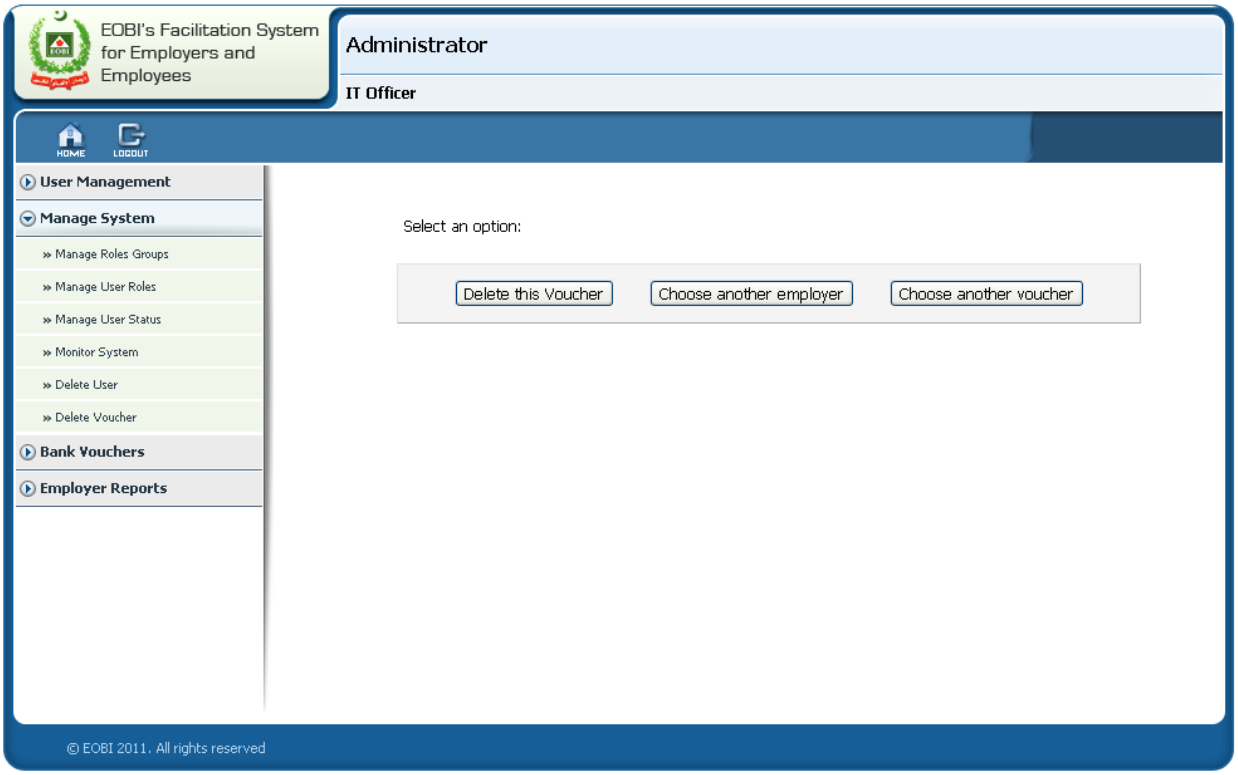
Select the employer :



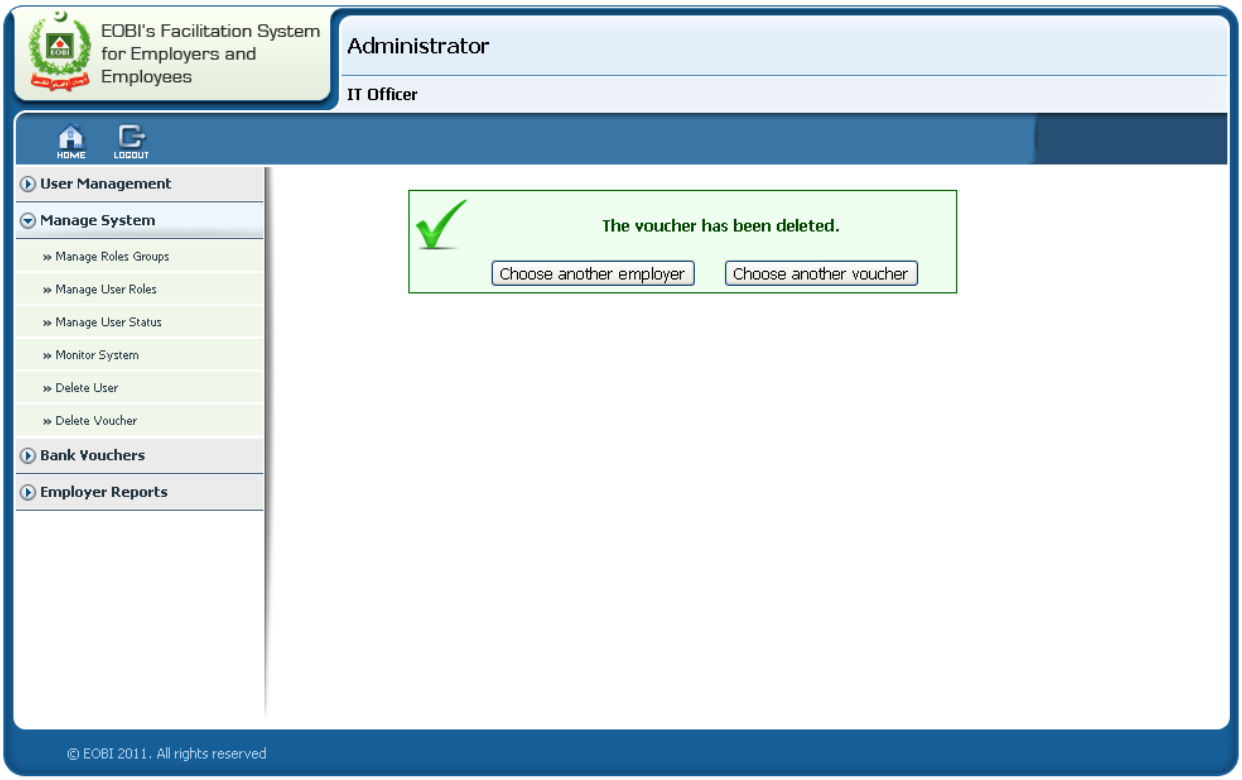
Select the generated voucher from the list


EOBI's Facilitation System for Employers and Employees
Administrator
IT Officer
HOME
LOGOUT
User Management
Manage System
» Manage Roles Groups
» Manage User Roles
» Manage User Status
» Monitor System
» Delete User
» Delete Voucher
Bank Vouchers
Employer Reports
Select the voucher you want to delete:
or
Choose another employer
Voucher ID Voucher Type From To Generation Date
1 1000000160 Arrears 01 Jun 2011 31 Jul 2011 04 Aug 2011
1 N
1 Vouchers(s) found, displaying 1 Vouchers(s), from 1 to 1. Page 1 / 1.
© EOBI 2011. All rights reserved

Select 'Delete this voucher' option



After User Confirmation voucher will be deleted.


EOBI's Facilitation System for Employers and Employees
Administrator
IT Officer
HOME
LOGOUT
User Management
Manage System
» Manage Roles Groups
» Manage User Roles
» Manage User Status
» Monitor System
» Delete User
» Delete Voucher
Bank Vouchers
Employer Reports
The voucher has been deleted.
Choose another employer
Choose another voucher
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